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**Manl-ID: MAOPP2 MANUAL OF ADMIN OPERATIONS AND PROCEDURES PART 2**

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## **SECTION 3. RESOURCE MANAGEMENT INFORMATION SYSTEM**

### **3-1 FBI CLASSIFICATIONS/SUBCLASSIFICATIONS AND PROGRAM GROUPINGS (See MAOP, Part II, 3-3(1), 3-3.1(4).)**

#### **3-1.1 FBI Classifications and Subdivided Classifications (See MAOP, Part 2, 3-3.1; MIOG, Introduction, Section 2.)**

1A Training - Training Coordinator

1C National Academy Matters (See MAOP, Part 2, 3-3.2 (2) and (3).)

1D International Training and Assistance Matters 1E Civil Rights - Training Received

1F Civil Rights - Training Provided

1G Domestic Terrorism - Training Received

1H Domestic Terrorism - Training Provided

1I FCI - Training Received

1J FCI - Training Provided

1K International Terrorism - Training Received

1L International Terrorism - Training Provided

1M Computer Intrusions - Training Received

1N Computer Intrusions - Training Provided

1Q Americas Criminal Enterprise Program (ACEP) - Training Received

1R ACEP - Training Provided

1S Transnational Criminal Enterprise Program (TCEP) - Training Received

1T TCEP - Training Provided

1U VC - Training Received

1V VC - Training Provided

1W WCC - Training Received

1X WCC - Training Provided

1Y Firearms/Legal/Aviation/Surveillance/Other - Training Received

1Z Firearms/Legal/Aviation/Surveillance/Other - Training Provided (See MIOG, Part 1, 1-4, 1-5.1, 300-6; MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); Legal Attache Manual, Part 1, 2-13.5.)

2 Neutrality Matters

3 Overthrow or Destruction of the Government

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4 Firearms Acts \*\*

7A Kidnapping

7B Kidnapping - International Parental Kidnaping Crime Act of 1993 (IPKCA)

7C Child Abductions - No Ransom (See MIOG, Introduction, 2-1.6.4; Part 1, 7-19; Part 2, 34-6.3.)

9A Extortion - All aggravated and/or specific threats or demands involving domestic and foreign mail or interstate communications

9B Extortion - All others, including nonaggravated and/or nonspecific mail and telephone threats 9

C Extortion - Interstate Domestic Violence

9D Extortion - Interstate Violation of a Protection Order (See MIOG, Introduction, 2-1.6.4; Part 2, 34-6.3.)

12 Drug Demand Reduction - Matters handled in furtherance of the FBI's goal to reduce the demand for illegal drugs in this country

14 Sedition

15 Theft from Interstate Shipment - Crime of Violence, Loss of \$25,000 or more; weapons, explosives, and all others.

26A Interstate Transportation of Stolen Motor Vehicle - Crimes of Violence/Carjacking

26B Interstate Transportation of Stolen Motor Vehicle - Commercialized Theft or Chop Shops

26C Interstate Transportation of Stolen Aircraft (ITSA)

26D Interstate Transportation of Stolen Motor Vehicle - All others (See MIOG, Part 2, 34-6.3.)

29A Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured bank

29B Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured bank

29C Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured bank

29D Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured savings association

29E Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured savings association

29F Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured savings association

29G Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured credit union

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- 29H Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured credit union
- 29I Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured credit union
- 29J Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and handled via Fast Track
- 29K Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and not handled via Fast Track (See MIOG, Part 1, 29-7; Part 2, 20-3(3), 34-6.3.)
- 29L Financial Institution Fraud - Mortgage Fraud, Non Financial Institution
- 29M Financial Institution Fraud - Mortgage Fraud, Government Programs
- 31B White Slave Traffic Act - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 31C White Slave Traffic Act - Sexual Exploitation of Children
- 31D White Slave Traffic Act - All other cases 31E White Slave Traffic Act - Child Prostitution (See MIOG, Introduction, 2-1.6.4; Part 1, Section 305, Part 2, 34-6.3.)
- 32A Identification (Fingerprint Matters) 32B Identification (Biometrics Matters)
- 33 Uniform Crime Reporting
- 35 Civil Service \*\*
- 43 False Advertising or Misuse of Names to Indicate Federal Agency
- 43 Illegal Manufacture, Possession, or Wearing of Civil Defense Insignia
- 43 Illegal Manufacture, Sale or Use of Military Cremation Urn
- 43 Illegal Manufacture, Use, Possession, or Sale of Emblems or Insignia
- 43 Illegal Wearing of Uniform
- 43 Miscellaneous - Falsely Making or Forging Naval, Military, or Official Pass
- 43 Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the United States
- 43 Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service
- 43 Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States
- 43 Misuse of the name "Federal Home Loan Mortgage Corporation"
- 43 Unauthorized use of "Johnny Horizon" Symbol
- 43 Unauthorized use of "Smokey Bear" Symbol

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- 43 Unauthorized use of "Woodsy Owl" Symbol
- 44A Racial Discrimination - Force and/or Violence
- 44B Racial Discrimination - No Force and/or Violence
- 44C Voting Rights
- 44D Religious Discrimination - Force and/or Violence
- 44E Religious Discrimination - No Force and/or Violence (See MIOG, Part 1, 44-2.1, 44-2.2, 44-2.3, 44-2.4, 44-2.5, 44-4, 44-5, 44-6, 44-7.2, 44-11; Part 2, 34-6.3.)
- 45 Crime on the High Seas (See MIOG, Part 2, 34-6.3.)
- 46A Fraud Against the Government - Department of Defense (DOD)
- 46B Fraud Against the Government - Housing and Urban Development (HUD)
- 46C Fraud Against the Government - Small Business Administration (SBA)
- 46D Fraud Against the Government - Department of Labor (DOL)
- 46E Fraud Against the Government - Department of Transportation (DOT) 46F Fraud Against the Government - Department of Education (DOED)
- 46G Fraud Against the Government - Veterans Administration (VA) 46H Fraud Against the Government - Other (See MIOG, Part 1, 46-1.14.)
- 47A Impersonation - Act of Violence
- 47B Impersonation - Property Crimes in excess of \$25,000 47C Impersonation - All others (See MIOG, Part 2, 34-6.3.)
- 49 Bankruptcy Fraud (See MIOG, Part 2, 34-6.3.)
- 50 Human Trafficking
- 51 Jury Panel Investigations (See MIOG, Part 2, 20-3(3).)
- 52A Theft of Government Property - Crime of Violence
- 52B Theft of Government Property - Property valued in excess of \$5,000; weapons; explosives 52C Theft of Government Property - All others
- 55 Counterfeiting \*\* (See MIOG, Part 2, 34-6.3.)
- 56A Election Laws - Threats against or personal injury to named persons, federal, state or local level - (Violation of Title 18, USC, Section 245 (b)(1)(A))
- 56C Election Laws - Violations where federal official or federal candidate(s) is known subject and all other nonracially motivated violations (See MIOG, Introduction, 2-1.6.4; Part 2, 20-3 (3).)
- 58A Corruption of Federal Public Officials - Executive Branch
- 58B Corruption of Federal Public Officials - Judicial Branch
- 58C Corruption of Federal Public Officials - Legislative Branch

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58D Corruption of Federal Public Officials - Federal Bribery - Other 58E Corruption of Federal Public Officials - Indian Country (See MIOG, Part 1, 58-10, 198-1.5, Part 2, 20-3 (3).)

60 Antitrust - Full and Limited FBI Investigations (See MIOG, Part 2, 20-3 (3).)

61 Treason; Misprision of Treason

62D Domestic Police Cooperation

62E Fugitive Investigations for Other Federal Agencies

62F Miscellaneous/Other (See MIOG, Part 1, 62-3.3(7), Part 2, 20-3(3).)

63B FBIHQ Use Only - TURK Not Recorded

63D FBIHQ Use Only

63E FBIHQ Use Only

64A See NFIP Manual

64B See NFIP Manual

64C See NFIP Manual

64D See NFIP Manual

64E See NFIP Manual

64F See NFIP Manual (See NFIP Manual, Part 1, 1-04, Sections 2 and 4.)

65A See NFIP Manual

65B See NFIP Manual

65C See NFIP Manual

65D See NFIP Manual

65E See NFIP Manual

65F See NFIP Manual

65G See NFIP Manual

65H See NFIP Manual

65I See NFIP Manual

65J See NFIP Manual

65K See NFIP Manual

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65N See NFIP Manual

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65P See NFIP Manual  
65Q See NFIP Manual  
65R See NFIP Manual  
65S See NFIP Manual  
65T See NFIP Manual  
65U See NFIP Manual  
65V See NFIP Manual  
65W See NFIP Manual  
65X See NFIP Manual  
65Y See NFIP Manual  
65Z See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 20.)  
66A Administrative Matters - Bureau automobile accidents  
66C Administrative Matters - Night, Weekend, Holiday Supervisors and Duty Agents  
66D Administrative Matters - Physical Examinations  
66E Administrative Matters - Physical Fitness Program  
66F Administrative Matters - Other  
66K Employee Assistance Program (EAP) Activities  
66L Administrative Matters - Evidence Response Team  
66M Background Investigation Contract Service (BICS) Matters (See MAOP, Part 2, 3-3.2(8)(a), 3-4.5(5).)  
67A Special Agent recruitment and processing  
67B Special Agent Applicant investigations  
67C Support Applicant recruitment and processing  
67D Support Applicant investigations  
67E Personnel Files/Reinvestigations of FBI Personnel (See MIOG, Part 1, 67-11, 67-11.1.1, 67-11.1.2, 259, 261.)  
67F Other Personnel Matters  
69 Contempt of Court (See MIOG, Part 2, 20-3(3).)  
70A Crime on Government Reservation - Crime of Violence  
70B Crime on Government Reservation - Property crimes over \$5,000  
70C Crime on Government Reservation - All other property crimes  
70D Crime on Government Reservation - Controlled Substance Act

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70E Crime on Government Reservation - Sexual/Physical Abuse - Minor Child (See MIOG, Part 2, 34-6.3.)

72 Obstruction of Justice (See MIOG, Part 2, 20-3(3).)

73A Background Investigation - Office of the Pardon Attorney

73B Limited Inquiry - Office of the Pardon Attorney (See MIOG, Part 1, 73-1.1; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

74 Perjury (See MIOG, Part 2, 20-3(3).)

76 Escaped Federal Prisoner, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision; or a subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision; or all others. (See MIOG, Part 2, 34-6.3.)

77A Background Investigation - Presidential Appointment with Senate Confirmation - Nonreimbursable

77B Background Investigation - Administrative Office of the United States Courts (15-Year) - Reimbursable

77C Background Investigation - Administrative Office of the United States Courts (10-Year) - Reimbursable

77E Background Investigation - Department of Justice (HQ) - Nonreimbursable

77F Background Investigation - Department of Justice - Foreign Intelligence Surveillance Court/Special Tribunal Judge - Nonreimbursable

77H Background Investigation - U.S. Attorney's Office (Attorney and Staff) - Reimbursable

77I Background Investigation - Department of Justice (Executive Office of United States Trustees or Executive Office of Immigration Review) - Reimbursable

77L Background Investigation - Department of Justice (5-Year Reinvestigation)

77N Limited Inquiry - White House - Nonreimbursable

77O Limited Inquiry - Department of Justice - Nonreimbursable

77P Limited Inquiry - Administrative Office of the United States Courts - Nonreimbursable (See MIOG, Part 1, 77-1.1; MAOP, Part 2, 10-23, and Correspondence Guide - Field, 1-17.)

80 Public Relations Matters

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87 Interstate Transportation of Stolen Property (ITSP)

88A Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision

88B Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision

88C Unlawful Flight to Avoid Prosecution, etc. - All others

88D Unlawful Flight to Avoid Prosecution, etc. - Parental Kidnapping

88E Child Support Recovery Act (CSRA) Matters

89A Assassination, Kidnapping or Assaulting a Member of Congress

89B Assaulting, Killing or Attempting to Kill a Federal Officer

89C Assassination, Kidnapping or Assaulting an Executive Department Head or Director of CIA

89D Assassination, Kidnapping or Assaulting a Supreme Court Justice

89E Conspiracy to Impede or Injure a Federal Officer

89F Crimes Against Family Members - Federal Officials

89G Attorney General's Protection Detail (See MIOG, Introduction, 2-1.6.4, Part 1, 89-2.22, 89-3.20, 89-4.10, 89-5.4, 89-5.7; Part 2, 34-6.3.)

90A Irregularities in Federal Penal Institutions - Crime of Violence

90B Irregularities in Federal Penal Institutions - Controlled Substance Act 90C Irregularities in Federal Penal Institutions - All others

91A Bank Robbery

91B Bank Burglary, Larceny, \$10,000 and over

91C Bank Burglary, Larceny, under \$10,000

91D Bank Robbery, Burglary, Larceny Suspect Program

91F Bank Extortion - Bank extortion offenses occur when a subject demands bank funds from a bank official through the means of a threat of physical injury to himself/herself or a member of his/her family by telephone, written communication or person (See MIOG, Introduction, 2-1.6.4, Part 1, 91-33; Part 2, 34-6.3.)

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- 92A Racketeering Enterprise Investigations (REI) - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations
- 92B Racketeering Enterprise Investigations (REI) - Central/South American Organizations - Cases directed against Central American and South American criminal organizations
- 92C Racketeering Enterprise Investigations (REI) - Mexican Organizations - Cases directed against Mexican criminal groups
- 92D Racketeering Enterprise Investigations (REI) - Gangs - Cases directed against major violent drug gangs and violent street gangs such as the Bloods, Crips and Black Gangster Disciple Nation; outlaw motorcycle gangs such as the Hells Angels, Outlaws, and Bandidos; or other significant emerging gangs whose principal criminal activities involve drug trafficking and related violence
- 92E Racketeering Enterprise Investigations (REI) - Asian Organizations - Cases directed against Asian criminal organizations
- 92F Racketeering Enterprise Investigations (REI) - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.
- 92G Racketeering Enterprise Investigations (REI) - African Organizations - Cases directed against African criminal groups
- 92H Racketeering Enterprise Investigations (REI) - Eurasian Organizations - Cases directed against Russian, Eastern European, and Eurasian criminal organizations
- 92I Racketeering Enterprise Investigations (REI) - Caribbean Organizations - Cases directed against Caribbean criminal organizations 92J Racketeering Enterprise Investigations (REI) - Alien Smuggling Investigations 92K Racketeering Enterprise Investigations (REI) - Indian Country
- 92L Racketeering Enterprise Investigations (REI) - Public Corruption
- 92M Racketeering Enterprise Investigations (REI) - Balkan Organizations
- 92O Racketeering Enterprise Investigations (REI) - Money Laundering
- 92R Racketeering Enterprise Investigations (REI) - Financial Institution Fraud
- 92S Racketeering Enterprise Investigations (REI) - Health Care Fraud
- 92T Racketeering Enterprise Investigations (REI) - Major Theft - Cases directed against major theft (MT) criminal organizations
- 92U Racketeering Enterprise Investigations (REI) - Internet Fraud (See MIOG, Introduction, 2-1.6.5, Part 1, 92-9, 198-1.5, 245-10; Part 2, 34-6.3.)
- 92V Racketeering Enterprise Investigations (REI) - Middle Eastern Criminal Enterprises
- 94 Research Matters
- 95A Laboratory Investigative Services - Crimes Against Persons (CAPS)

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95B Laboratory Investigative Services - Crimes Against Property (CAPR)  
95C Laboratory Investigative Services - Crimes Against Society (CASO) 95D Laboratory Investigative Services - Civil Cases (CC) (See MIOG, Part 1, 95-1; Part 2, 34-6.3.)  
97A See NFIP Manual  
97B See NFIP Manual  
97C See NFIP Manual  
97D See NFIP Manual (See NFIP Manual, Part 1, 1-04 and 4-02.)  
98 Sabotage  
100A Terrorism Enterprise Investigation - Domestic Terrorism  
102A See NFIP Manual  
102B See NFIP Manual  
102C See NFIP Manual  
102D See NFIP Manual (See NFIP Manual, Part 1, 1-04 and MIOG, Part 1 Section 102.)  
105A See NFIP Manual  
105B See NFIP Manual  
105C See NFIP Manual  
105D See NFIP Manual  
105E See NFIP Manual  
105F See NFIP Manual  
105G See NFIP Manual  
105H See NFIP Manual  
105I See NFIP Manual  
105J See NFIP Manual  
105Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 6.)  
105S See NFIP Manual  
108A See NFIP Manual  
108B See NFIP Manual  
108C See NFIP Manual  
108D See NFIP Manual (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 108.)  
109A See NFIP Manual  
109B See NFIP Manual

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109C See NFIP Manual  
109D See NFIP Manual (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 109.)  
110A See NFIP Manual  
110B See NFIP Manual  
110C See NFIP Manual  
110D See NFIP Manual (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 110.)  
111A See NFIP Manual  
111B See NFIP Manual  
111C See NFIP Manual  
111D See NFIP Manual (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 111.)  
112A See NFIP Manual  
112B See NFIP Manual  
112C See NFIP Manual  
112D See NFIP Manual (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1 Section 112.)  
113A See NFIP Manual  
113B See NFIP Manual  
113C See NFIP Manual  
113D See NFIP Manual (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 113.)  
116A Background Investigation - Department of Energy  
116B Background Investigation - Department of Energy (5-Year Reinvestigation)  
116C Background Investigation - Nuclear Regulatory Commission  
116D Background Investigation - Nuclear Regulatory Commission (5-Year Reinvestigation)  
116E Limited Inquiry - Department of Energy/Nuclear Regulatory Commission (See MIOG, Part 1, 116-2 and 116-4; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)  
117A Atomic Energy Act - Domestic Terrorism  
117B Atomic Energy Act - International Terrorism  
131 Admiralty Matter (See MIOG, Part 2, 20-3(3).)  
134A See NFIP Manual  
134B See NFIP Manual  
134C See NFIP Manual  
134D See NFIP Manual

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134E See NFIP Manual  
134F See NFIP Manual  
134G See NFIP Manual  
134H See NFIP Manual  
134I See NFIP Manual  
134J See NFIP Manual  
134K See NFIP Manual  
134L See NFIP Manual  
134M See NFIP Manual  
134N See NFIP Manual  
134O See NFIP Manual  
134P See NFIP Manual  
134Q See NFIP Manual  
134R Computer Intrusions- See NFIP Manual  
134S See NFIP Manual  
134T See NFIP Manual  
134U See NFIP Manual  
134V See NFIP Manual  
134W See NFIP Manual  
134X See NFIP Manual  
134Y See NFIP Manual  
134Z See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 27.)  
137A Organized Crime Informant - Top Echelon Criminal Informant  
137B General Criminal Informant  
137C Informants - Domestic Terrorism  
137D White Collar Crime Informant (See MIOG, Part 2, 20-3(3).)  
137E Confidential Source  
137F Informants - Drugs  
137G Informants - Extraterritorial - International Terrorism  
137I Informants - Civil Rights  
137J Informants - National Infrastructure Protection Computer Intrusion Program (NIPCIP)

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- 137K Informants - Cyber Crime Program
- 137L Informants - Major Theft
- 137M Informants - Violent Gangs (See MIOG, Part 1, 137-3.)
- 139A Interception of Communications - Public Officials or Government Agencies
- 139B Interception of Communications - All others
- 139C Interception of Communications - Cyber Related (See MIOG, Part 1, 139-9; Part 2, 20-3(3), 34-6.3.)
- 140A Security of Government Employees
- 140B Suitability Background Investigation - Referral (Name of Referral Agency)
- 140D Limited Inquiry - Security/Suitability of Government Employees (See MIOG, Part 1, 140-2, 140-3, 140-4 and 140-6; MAOP, Part 2, 10-23; Correspondence Guide - Field 1-17.)
- 143A Interstate Transportation of Gambling Devices - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN
- 143B Interstate Transportation of Gambling Devices - Cases targeted against non-LCN criminal enterprise type where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 143C Interstate Transportation of Gambling Devices - All other criminal enterprise cases (See MIOG, Part 1, 143-8.)
- 145B Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters
- 145C Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Sexual Exploitation of Children
- 145D Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - All other cases (See MIOG, Introduction, 2-1.6.4; Part 1, 305; Part 2, 34-6.3.)
- 149A Destruction of Aircraft or Motor Vehicles (DAMV)
- 149B Destruction of Aircraft or Motor Vehicles (DAMV) - False Report (See MIOG, Part 2, 34-6.3.)
- 157 Civil Unrest (Civil Disorders and Demonstrators)
- 160 Federal Train Wreck Statute (See MIOG, Part 2, 34-6.3.)
- 161A Level I-Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS)
- 161B Level II-Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS)

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161C Level III-Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS)

161D Level I-White House Staff

161E Level II-White House Staff Level II-White House Access Level II-National Security Council

161F Level II-White House Staff (Five-Year Reinvestigation) Level II-White House Access (Five-Year Reinvestigation) Level II-National Security Council (Five-Year Reinvestigation)

161G Level III-White House Staff Level III-White House Access

161H Level III-White House Staff (Five-Year Reinvestigation) Level III-White House Access (Five-Year Reinvestigation)

161I Congressional Committee

161J Congressional Committee (Five-Year Reinvestigation)

161K Expanded Name Check

161L Limited Update Investigations - Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS)

161Q Limited Inquiry - White House (Non-DOJ)

161R Limited Inquiry - Congressional Committee

161S Level IV-Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS) (Five-Year Investigation) (See MIOG, Part 1, 161-4, 161-5, 161-9; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

163A Foreign Police Cooperation - General Criminal Matters

163B Foreign Police Cooperation - International Criminal Police Organization (INTERPOL) 163C Foreign Police Cooperation - Domestic Terrorism Matters

163E Foreign Police Cooperation - Bureau Files and Ident Requests

163F Foreign Police Cooperation - Drugs

163G Foreign Police Cooperation - Violent Crimes

163H Foreign Police Cooperation - White Collar Crime

163I Foreign Police Cooperation - International Terrorism

163J Foreign Police Cooperation - Organized Crime 163K Foreign Police Cooperation - Cyber Crime

163L Foreign Police Cooperation - Computer Intrusions (See MIOG, Part 1, 163-6 (1); MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

164A Crime Aboard Aircraft - Confirmed aircraft hijacking

164B Crime Aboard Aircraft - Interference and Threats

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- 164C Crime Aboard Aircraft - All others, including false statements or unaggravated weapon violations detected through airport security screening process (See MIOG, Introduction, 2-1.6.4, Part 1, 164-18; Part 2, 34-6.3.)
- 166C Interstate Transportation in Aid of Racketeering (Murder for Hire) - Other than organized crime
- 166D Interstate Transportation in Aid of Racketeering - Arson (non-LCN)
- 174A Actual and Attempted Bombings and Explosive Violations - Terrorism
- 174C All Other Cases Including Threats 174D Bomb Technician Activities (See MIOG, Part 1, 174-9; Part 2, 34-6.3.)
- 175A Assassination, Kidnapping or Assaulting the President or Vice President
- 175B Assassination, Kidnapping or Assaulting Presidential or Vice Presidential Staff Member
- 175C Threats Against the President; Protection of the President (See MIOG, Introduction, 2-1.6.4; Part 1, 175-25; Part 2, 34-6.3.)
- 176 Anti-Riot Laws
- 177A Discrimination in Housing - Force and/or Violence
- 177B Discrimination in Housing - No Force and/or Violence (See MIOG, Part 1, 177-3.1, 177-3.2, 177-5, 177-5.1, 177-6, 177-6.2, 177-7, 177-8, 177-8.2, 177-9; Part 2, 34-6.3.)
- 178 Interstate Obscene or Harassing Telephone Calls (See MIOG, Introduction, 2-1.6.4; Part 2, 34-6.3.)
- 181 Consumer Credit Protection Act (See MIOG, Part 2, 20-3(3).)
- 182A Illegal Gambling Enterprise - LCN nexus
- 182B Illegal Gambling Enterprise - No LCN nexus, allegations of violence
- 182C Illegal Gambling Enterprise - No allegations of violence
- 183A Civil RICO - Civil investigations of criminal enterprises
- 183B Labor Related Racketeering - LCN nexus
- 183C Racketeer Influenced and Corrupt Organizations - Terrorism
- 183E Racketeer Influenced and Corrupt Organizations - Property Crime of Violence 183F Labor Related Racketeering - No LCN nexus (See MIOG, Part 1, 183-6; Part 2, 34-6.3.)
- 184A Police Killings - Investigation Requested
- 184B Police Killings - Other (See MIOG, Introduction, 2-1.6.4, Part 1, 184-11; Part 2, 34-6.3.)
- 185 Protection of Foreign Officials and Guests
- 188A Community Outreach/Crime Resistance

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- 188B Victim-Witness Assistance Program
- 190 Freedom of Information/Privacy Acts
- 192B Hobbs Act - Commercial Institutions
- 192C Hobbs Act - Armored Carrier (See MIOG, Introduction, 2-1.6.4, Part 1, 91-12, 192-22; Part 2, 34-6.3.)
- 194A Corruption of State and Local Public Officials - State Level
- 194B Corruption of State and Local Public Officials - Local Level
- 194C Corruption of State and Local Public Officials - Law Enforcement
- 194D Corruption of State and Local Public Officials - Law Enforcement - Drug-Related
- 194E Corruption of State and Local Public Officials - Indian Country
- 194F Corruption of State and Local Public Officials - Law Enforcement - Indian Country 194G  
Corruption of State and Local Public Officials - Law Enforcement - Drug-Related - Indian Country  
(See MIOG, Part 1, 198-1.5, and Part 2, 20-3(3).)
- 196A Telemarketing Fraud 196B Insurance Fraud
- 196D Other Wire and Mail Fraud Schemes
- 196E Internet Fraud 196F Corporate Fraud
- 196G Prime Bank and High Yield Investment Fraud
- 196H Fictitious Securities
- 196I Insider Trading
- 196J Other Securities Fraud Matters (See MIOG, Part 2, 20-3 (3), 34-6.3.)
- 197A Civil Litigation, Civil Actions, Claims Against the Government or Subpoena Matters, Civil  
Suits and Claims which are Nonpersonnel Related (FBI Programs) 197B Personnel-Related  
Litigation, Title VII Civil Actions, Claims Against the Government, Equal Employment  
Opportunity Commission (EEOC), and Merit Systems Protection Board (MSPB) Hearings (FBI  
Programs)
- 198A Indian Country - Death Investigations
- 198B Indian Country - Embezzlement and Fraud
- 198C Indian Country - Burglary/Larceny/Theft
- 198D Indian Country - Gaming
- 198E Indian Country - Controlled Substance Act
- 198F Indian Country - Sexual Abuse of a Child
- 198G Indian Country - Assaulting or Killing of a Federal Officer (AFO/KFO)
- 198H Indian Country - Domestic Violence

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198K Indian Country - Vehicular Homicide  
198L Indian Country - Assault  
198M Indian Country - Arson  
198N Indian Country - Robbery  
198O Indian Country - Motor Vehicle Theft  
198P Indian Country - Trafficking in Indian Human Remains/Cultural Items  
198Q Indian Country - Counterfeit Indian Arts and Crafts Board Trademark  
198S Indian Country - Rape  
198T Indian Country - Training  
198U Indian Country - Physical Abuse of a Child 198V Indian Country - All Others (See MIOG, Part 1, 198-1.5, 198-1.9, 198-2.6, 198-3.3, 198-4.8, 198-5.8, 198-6.7, 198-6.8, 198-6.9; Part 2, 34-6.3; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)  
200A See NFIP Manual  
200B See NFIP Manual  
200C See NFIP Manual  
200D See NFIP Manual  
200E See NFIP Manual  
200F See NFIP Manual  
200G See NFIP Manual  
200H See NFIP Manual  
200I See NFIP Manual  
200J See NFIP Manual  
200M See NFIP Manual  
200N See NFIP Manual  
200P See NFIP Manual  
200Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 7.)  
202A See NFIP Manual  
202B See NFIP Manual  
202C See NFIP Manual  
202D See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 8.)  
202Q See NFIP Manual

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203A See NFIP Manual  
203B See NFIP Manual  
203C See NFIP Manual  
203D See NFIP Manual  
203Q See NFIP Manual  
203X See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 23.)  
205 Foreign Corrupt Practices Act of 1977 (See MIOG, Part 2, 20-3(3).)  
209A Health Care Fraud - Government-Sponsored Program  
209B Health Care Fraud - Private Insurance Program  
209C Health Care Crime - Noninsurance  
209D Health Care Fraud - Training  
209E Health Care Fraud - Medical Privacy Law Violations (See MIOG, Part 1, 209-1, 209-6.6, 209-7; Part 2, 20-3 (3), 34-6.3.)  
211 Ethics in Government Act of 1978 (See MIOG, Part 2, 20-3(3).)  
212A See NFIP Manual  
212B See NFIP Manual  
212C See NFIP Manual  
212D See NFIP Manual (See NFIP Manual, Part 1, 1-04 and 3-08.)  
214 Civil Rights of Institutionalized Persons Act/Pattern or Practice of Police Misconduct  
220A See NFIP Manual  
220B See NFIP Manual  
220C See NFIP Manual  
220D See NFIP Manual  
220Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 13.)  
221A See NFIP Manual  
221B See NFIP Manual  
221C See NFIP Manual  
221D See NFIP Manual  
221Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 12.)  
222A See NFIP Manual  
222B See NFIP Manual

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222C See NFIP Manual  
222D See NFIP Manual  
222Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 14.)  
223A See NFIP Manual  
223B See NFIP Manual  
223C See NFIP Manual  
223D See NFIP Manual  
223Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 9.)  
225A See NFIP Manual  
225B See NFIP Manual  
225C See NFIP Manual  
225D See NFIP Manual  
225P See NFIP Manual  
225Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 17.)  
227A See NFIP Manual  
227B See NFIP Manual  
227C See NFIP Manual  
227D See NFIP Manual  
227Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 16.)  
228A See NFIP Manual  
228B See NFIP Manual  
228C See NFIP Manual  
228D See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 10.)  
242 Automation Matters  
243 See NFIP Manual (See NFIP Manual, Part 1, 1-04 and 4-05.)  
244A Hostage Rescue Team - International Terrorism (IT) Matters  
244B Operations and Training - IT Matters  
244C Swat Operations - IT Matters  
244D Tactical Helicopter Program - IT Matters  
244E Hostage Rescue Team - Domestic Terrorism (DT) Matters  
244F Operations and Training - DT Matters

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244G Swat Operations - DT Matters

244H Tactical Helicopter Program - DT Matters

245A Organized Crime Drug Enforcement (OCDE) Task Force - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations

245B Organized Crime Drug Enforcement (OCDE) Task Force - Central/South American Organizations - Cases directed against Central American and South American criminal organizations

245C Organized Crime Drug Enforcement (OCDE) Task Force - Mexican Organizations - Cases directed against Mexican criminal groups

245D Organized Crime Drug Enforcement (OCDE) Task Force - Gangs - Cases directed against major violent drug gangs and violent street gangs such as the Bloods, Crips and Black Gangster Disciple Nation; outlaw motorcycle gangs such as the Hells Angels, Outlaws, and Bandidos; or other significant emerging gangs whose principal criminal activities involve drug trafficking and related violence

245E Organized Crime Drug Enforcement (OCDE) Task Force - Asian Organizations - Cases directed against Asian criminal organizations

245F Organized Crime Drug Enforcement (OCDE) Task Force - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.

245G Organized Crime Drug Enforcement (OCDE) Task Force - African Organizations - Cases directed against African criminal groups

245H Organized Crime Drug Enforcement (OCDE) Task Force Eurasian Organizations - Cases directed against Russian, Eastern European, and Eurasian criminal organizations

245I Organized Crime Drug Enforcement (OCDE) Task Force - Caribbean Organizations - Cases directed against Caribbean criminal organizations

245J Organized Crime Drug Enforcement (OCDE) Task Force - Alien Smuggling Investigations

245K Organized Crime Drug Enforcement (OCDE) Task Force - Money Laundering - Drugs 245M Organized Crime Drug Enforcement (OCDE) Task Force - Balkan Organizations (See MIOG, Introduction, 2-1.6.5, and Part 1, 92-9 and 245-10; Part 2, 34-6.3.)

245N Organized Crime Drug Enforcement (OCDE) Task Force - Middle Eastern Criminal Enterprises

248A See NFIP Manual 248B See NFIP Manual 248C See NFIP Manual 248D See NFIP Manual

248Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 11.)

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- 249 Environmental Crimes - All investigations involving violations of Environmental Crimes statutes, including Environmental Crimes - Indian Country, and also the mishandling of special nuclear materials and waste products which is provided for under the Atomic Energy Act (See MIOG, Part 2, 20-3(3).)
- 250 Tampering with Consumer Products (See MIOG, Introduction, 2-1.6.4; Part 2, 34-6.3.)
- 251A Controlled Substances - Robbery
- 251B Controlled Substances - Burglary (See MIOG, Introduction, 2-1.6.4, Part 1, 251-9.)
- 252A National Center for the Analysis of Violent Crime (NCAVC) - Violent Criminal Apprehension Program
- 252B NCAVC - Criminal Investigative Analysis Program
- 252C NCAVC - Research and Development Program
- 252D NCAVC - Training Program
- 252E NCAVC - Arson and Bombing Investigative Services Program
- 252F Crisis Management Program
- 252G Crisis Negotiation Program (See MIOG, Introduction, 2-1.6.4, Part 1, 252-12, 252-13.)
- 253A Fraud and Related Activity - Passport/Visa/Identity Documents - Domestic Terrorism
- 253B FRAID - Fugitive Subprogram
- 253C FRAID - All Other Matters - Government Reservation Crimes Subprogram
- 253E Fraud and Related Activity - Identification Documents - Substantial Internet Connection
- 253F Fraud and Related Activity - Passport/Visa/Identity Documents - International Terrorism
- 253G Fraud and Related Activity - Passport/Visa/Identity Documents - White Collar Crime - Nonfinancial Institution (See MIOG, Part 1, 253-2.11, 253-3.8; Part 2, 34-6.3.)
- 254A Destruction of Energy Facilities
- 254D Hazardous Liquid Pipeline Safety Act (HLPSA) (See MIOG, Part 1, 254-7, 254-11.)
- 256B Hostage Taking by Domestic Terrorists
- 256C Hostage Taking - Nonterrorism Related (See MIOG, Introduction, 2-1.6.4, Part 1, 256-10; Part 2, 34-6.3.)
- 258A Credit and/or Debit Card Fraud - Loss in excess of \$25,000
- 258B Credit and/or Debit Card Fraud - Loss of \$25,000 or less
- 258C Credit and/or Debit Card Fraud - Substantial Internet Connection (See MIOG, Part 1, 258-8; Part 2, 20-3(3), 34-6.3.)
- 259A Security Clearance Investigative Program - Classified Information Procedures Act
- 259B Security Clearance Investigative Program - Foreign Intelligence Surveillance Act

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- 259C Security Clearance Investigative Program - Joint Task Forces
- 259D Security Clearance Investigative Program - Others
- 259E Security Clearance Investigative Program - Periodic Reinvestigations/Security Clearances (See MIOG, Introduction, 2-2.4.3, Part 1, Section 259, Correspondence Guide - Field, 1-17.)
- 260A Industrial Security Program - Personnel Clearance
- 260B Industrial Security Program - Facility Clearance
- 260C Industrial Security Program - Nonclassified Personnel/Access
- 260D Industrial Security Program - Other
- 260E Industrial Security Program - Personnel Clearance - Reinvestigations
- 260F Industrial Security Program - Contract Linguist Program (See MIOG, Introduction, 2-2.4.3, Part 1, Section 260, Correspondence Guide - Field, 1-17.)
- 261A IAP - Information Assurance Program
- 261B Security Officer Matters - Security Education, Training, and Awareness
- 261C IAP - Enterprise Security Operations Center (ESOC)
- 261D Security Officer Matters - Physical Security
- 261E Security Officer Matters - Operations Security
- 261F Security Officer Matters - Emergency Plans
- 261G Security Officer Matters - Other (See MIOG, Introduction, 2-2.4.3, Part 1, 261-2; Correspondence Guide - Field, 1-17; NFIP Manual, Part 1, 1-04.)
- 263A Office of Professional Responsibility (OPR) Matters - Nondelegated Investigations (those matters investigated by FBIHQ OPR Personnel or AIIPS)
- 263B OPR Matters - Delegated Investigation Only (those matters wherein the investigation has been delegated to the field office or division)
- 263C OPR Matters - Delegated Investigation/Adjudication (those lower-level offenses wherein both the investigation and adjudication have been delegated to the field office or division)
- 263D OPR Matters - OIG Investigations (those matters being investigated by the OIG)
- 266H Act of Terrorism (AOT)-DT-Anarchist Extremists
- 266I AOT-DT-Animal Rights/Ecological Extremism
- 266J AOT-DT-Anti Abortion Extremists
- 266K AOT-DT-Black Separatist Extremists
- 266L AOT-DT-Fugitive
- 266M AOT-DT-Militia/Sovereign Citizen Extremists

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266N AOT-DT-White Supremacist Extremists  
266O ATO-DT-Predicate Offense-Other  
267 Drug-Related Homicide (See MIOG, Part 1, 267-8; Part 2, 34-6.3.)  
268 Engineering Technical Matters - FCI Matters  
269 Engineering Technical Matters - Non-FCI Matters  
270A Cooperative Witnesses - Organized Crime  
270B Cooperative Witnesses - General Criminal  
270C Cooperative Witnesses - Domestic Terrorism  
270D Cooperative Witnesses - White-Collar Crime  
270F Cooperative Witnesses - Drugs  
270G Extraterritorial International Terrorism (IT) - Cooperative Witnesses  
270I Cooperative Witnesses - Civil Rights  
270J Cooperative Witnesses - Computer Intrusions  
270K Cooperative Witnesses - Cyber Crime Program  
270L Cooperative Witnesses - Major Theft  
270M Cooperative Witnesses - Violent Gangs (See MIOG, Part 1, 270-3.)  
271 See NFIP Manual, Part 1, 1-04 and 4-07  
272A Money Laundering - Organized Crime  
272B Money Laundering - White Collar Crime Program  
272C Money Laundering - VC Matters  
272D Money Laundering, Unknown SUA - White Collar Crime Program  
272E Money Laundering, targeting industries or facilities - White Collar Crime Program  
272F Money Laundering - Drugs (See MIOG, Part 1, 272-8.1 and 272-8.2.)  
273 Adoptive Forfeiture Matter - Americas Criminal Enterprise Program (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)  
274 Adoptive Forfeiture Matter - Transnational Criminal Enterprise Program (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)  
275 Adoptive Forfeiture Matter - White-Collar Crime (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)  
276 Adoptive Forfeiture Matter - Violent Crime (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)

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277 Adoptive Forfeiture Matter - Counterterrorism (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)

278 President's Intelligence Oversight Board (PIOB) Matters (See MAOP, Part 1, 1-22; NFIPM, Part 1, 1-04, 2-56, and 3-08.)

279A Weapons of Mass Destruction - Use, Possession, Transfer, Production, Transport - Domestic Terrorism

279B Weapons of Mass Destruction - Threaten or Attempt to Use, Possess, Produce or Transport - Domestic Terrorism

279D Weapons of Mass Destruction - Use, Possession, Transfer, Production, Transport - International Terrorism

279E Weapons of Mass Destruction - Threaten or Attempt to Use, Possess, Produce or Transport - International Terrorism (See MIOG, Part 1, 279-15; Part 2, 34-6.3.)

280A EEO Investigations (FBIHQ Use Only Except for TURK)

280B EEO Counseling (TURK Use Only)

280C EEO Conferences (TURK Use Only)

280D EEO Administrative

280E EEO Reasonable Accommodation Matters

280F EEO Alternative Dispute Resolution Matters (See MAOP, Part 1, 4-5.3; Part 2, 3-3.2 and 3-4.5; MIOG, Part 1, 280-1.)

281A Criminal Enterprise - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations

281B Criminal Enterprise - Central/South American Organizations - Cases directed against Central American and South American criminal organizations

281C Criminal Enterprise - Mexican Organizations - Cases directed against Mexican criminal groups

281D Criminal Enterprise - Violent Gangs

281E Criminal Enterprise - Asian Organizations - Cases directed against Asian criminal organizations

281F Criminal Enterprise - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.

281G Criminal Enterprise - African Organizations - Cases directed against African criminal groups

281H Criminal Enterprise - Eurasian Organizations - Cases directed against Russian, Eastern European, and Eurasian criminal organizations

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281I Criminal Enterprise - Caribbean Organizations - Cases directed against Caribbean criminal organizations

281J Criminal Enterprise - Alien Smuggling Investigations

281M Criminal Enterprise - Balkan Organizations (See MIOG, Part 1, 92-9 and 281-3.) 281N Criminal Enterprise - Middle Eastern

282A Civil Rights - Color of Law - Force and/or Violence

282B Civil Rights - Color of Law - Nonbrutality

282C Civil Rights - Color of Law - Force and/or Violence - Indian Country

282D Civil Rights - Color of Law - Nonbrutality - Indian Country (See MIOG, Part 1, 198-1.5, 282-2.1, 282-2.2, 282-4, 282-5, 282-5.2, 282-6, 282-7, 282-7.2; Part 2, 34-6.3.)

283A See NFIP Manual

283B See NFIP Manual

283C See NFIP Manual

283D See NFIP Manual

283Q See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 15.)

284A See NFIP Manual

284B See NFIP Manual

284C See NFIP Manual

284D See NFIP Manual

284E See NFIP Manual

284F See NFIP Manual

284G See NFIP Manual

284H See NFIP Manual

284I See NFIP Manual

284J See NFIP Manual

284K See NFIP Manual

284Q See NFIP Manual

284X See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 22.)

285A See NFIP Manual 285B See NFIP Manual 285C See NFIP Manual (See NFIP Manual, Part 1, 1-04 and Section 22.)

286A Freedom of Access to Clinic Entrances Act of 1994 (FACE) - Force and/or Intimidation Against Person(s)

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286B FACE - Threat of Force or Intimidation Against Person(s)  
286C FACE - Property Damage and/or Destruction Only 286E FACE - Civil Action (See MIOG, Part 1, 286-2.1, 286-2.2, 286-2.3, 286-2.4, 286-2.5, 286-4, 286-8; Part 2, 34-6.3.)  
288A Computer Intrusions - Criminal Matters  
288B Computer Intrusions - CI Matters  
288C Technical Support to White Collar Crime Program  
288D Technical Support to Violent Crime Program  
288E Technical Support to Criminal Enterprise Program  
288F Technical Support to CI Program  
288G Technical Support to Domestic Terrorism Program  
288H Technical Support to Civil Rights Program  
288I National HUMINT Collection Directive (NHCD) (See MIOG, Part 1, 288-3, 288-6, 288-8, 288-11; Part 2, 34-6.3.)  
288J Computer Intrusions - IT Matters  
288K Computer Intrusions - DT Matters  
288L Technical Support to IT Program  
289A Witness Security Program - Organized Crime  
289B Witness Security Program - General Criminal  
289C Witness Security Program - Domestic Terrorism  
289D Witness Security Program - White Collar Crime  
289F Witness Security Program - Drugs  
289G Witness Security Program - International Terrorism  
289H Witness Security Program - Non-FBI Sponsored Past or Present Participants  
290 Alien Terrorist Removal Court (ATRC)  
292 Domestic Emergency Security Team (DEST)  
293 See NFIP Manual (See NFIPM, Part 1, 1-04 and 19-12.)  
295A Theft of Trade Secrets - Non-State Sponsored  
295B Copyright Infringement - Computer Software Matters  
295C Copyright Infringement - Other Matters  
295D Trademark Infringement 295E Copyright Infringement/Signal Theft Matters (See MIOG, Part 1, 295-1.8, 295-2.13, 295-3.9, 295-4.9; Part 2, 34-6.3.)  
296 Integrity Committee Matters

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297 Inspection Matters

298 National Sex Offender Registry (NSOR) - Violations

300A Counterterrorism (CT) Preparedness - Special Events

300B CT Preparedness - Aviation Security 300C CT Preparedness - Other

300H CT Preparedness - WMD Preparedness (See MIOG, Part 1, 300-1, 300-2, 300-3, 300-6.)

300I CT Preparedness - Deployment and Logistical Readiness

301 Missing Persons DNA Database

302A See NFIP Manual

302B See NFIP Manual

302C See NFIP Manual 302D See NFIP Manual

302Q See NFIP Manual (See NFIPM, Part 1, 1-04.)

303A See NFIP Manual

303B See NFIP Manual

303C See NFIP Manual

303D See NFIP Manual

303Q See NFIP Manual (See NFIPM, Part 1, 1-04.)

304A See NFIP Manual

304B See NFIP Manual 304C See NFIP Manual 304D See NFIP Manual 304Q See NFIP Manual  
(See NFIPM, Part 1, 1-04.)

305A Innocent Images National Initiative - Egroup/Organizations/Enterprises for Profit

305B Innocent Images National Initiative - Travelers/Enticement

305C Innocent Images National Initiative - Producers/Manufactures/Traders of CP

305D Innocent Images National Initiative - Possessors of CP

305E Innocent Images National Initiative - Training (See MIOG, Part 1, 305-4; Part 2, 34-6.3.)

306 Serial Killings (See MIOG, Part 2, 34-6.3.)

307A See NFIP Manual

307B See NFIP Manual

307C See NFIP Manual

307D See NFIP Manual

307E See NFIP Manual

307F See NFIP Manual

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307G See NFIP Manual  
307H See NFIP Manual (See NFIPM, Part 1, 1-04.)  
308A Evidence Response Team (ERT) Administrative Matter  
308B ERT Training Received  
308C ERT Training Provided - Domestic Training  
308D ERT Training Provided - International Training  
308E ERT Crime Scene - Violent Crime  
308F ERT Crime Scene - Americas Criminal Enterprise Program  
308G ERT Crime Scene - White Collar Crime  
308H ERT Crime Scene - Domestic Terrorism  
308I ERT Crime Scene - International Terrorism  
308J ERT Crime Scene - Police Assistance  
308K ERT Crime Scene - Other  
308L ERT Crime Scene - Cyber Crime (See MIOG, Part 1, 308-4.)  
309A Human Rights Offenses - Genocide  
309B Human Rights Offenses - Torture  
309C Human Rights Offenses - War Crimes  
310A See NFIP Manual  
310B See NFIP Manual  
310C See NFIP Manual  
310D See NFIP Manual  
310Q See NFIP Manual (See NFIPM, Part 1, 1-04.)  
311A See NFIP Manual  
311B See NFIP Manual  
311C See NFIP Manual  
311D See NFIP Manual  
311E See NFIP Manual  
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311G See NFIP Manual  
311H See NFIP Manual  
311I See NFIP Manual

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311J See NFIP Manual  
311Q See NFIP Manual (See NFIPM, Part 1, 1-04.)  
312A Cyber Crime - Training Received  
312B Cyber Crime - Training Provided  
314 Infragard  
315A See NFIP Manual  
315B See NFIP Manual  
315C See NFIP Manual  
315D See NFIP Manual  
315E See NFIP Manual  
315F See NFIP Manual  
315G See NFIP Manual  
315H See NFIP Manual  
315I See NFIP Manual  
315J See NFIP Manual  
315K See NFIP Manual  
315L See NFIP Manual  
315M See NFIP Manual  
315N See NFIP Manual  
315O See NFIP Manual  
315P See NFIP Manual  
315Q See NFIP Manual  
315R See NFIP Manual  
315S See NFIP Manual  
315T See NFIP Manual (See NFIP Manual, Sections 1-04 and 19.)  
316A Internet Extortion  
316B Internet Gambling/Advertising  
316C Illegal Internet Financing/Money Laundering  
316D Internet Obscenity  
318A Corporate Fraud  
318B Prime Bank and High Yield Investment Fraud

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318C Market Manipulation  
318D Insider Trading  
318E Other Security/Commodities Fraud Matters (See MIOG, Part 1, 318-1.2, 318-1.6, 318-4.2; Part 2, 34-6.3.)  
319A Payroll and Pay Administration Records  
319B Procurement, Supply, and Grant Records  
319C Property Disposal Records  
319D Budget Preparation, Presentation, and Apportionment Records  
319E Accountable Officer's Accounts Records  
319F Expenditure Accounting Records  
319G Stores, Plant, and Cost Accounting Records  
319H Travel and Transportation Records  
319I Motor Vehicle Maintenance and Operations Records  
319J Space and Maintenance Records  
319K Communications Records  
319L Printing, Binding, Duplication, and Distribution Records  
319M Information Services Records  
319N Housing Records  
319O Administrative Management Records  
319P Cartographic, Aerial Photographic, Architectural, and Engineering Records  
319Q Security and Protective Services Records  
319R Electronic Records  
319S Audiovisual Records  
319T Records Common to Most Offices within Agencies  
319U Information Technology Operations and Management Records  
319V Ethics Program Records  
319W Policy Files  
319X Organizational Records  
319Y Temporary Commission Records  
321A Evidence Administration and Management

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321B ELSUR Administration and Management  
321C Special Operations Groups  
321D Bureau Aircraft Operations  
321E Foreign Language Program Records  
322 Bioterrorism Risk Assessment Matters  
323A Hazardous Material Response Team (HMRT) Administrative Matters  
323B HMRT Training Received  
323C HMRT Training Provided - Domestic Training  
323D HMRT Training Provided - International Training  
323E HMRT Operational Deployments  
323F HMRT Special Event Deployments  
323G HMRT Assistance Provided to Other Agencies  
323H HMRT Threat Assessments  
323I HMRT Other  
800A Intelligence Program Management  
800B Intelligence Training Received  
800C Intelligence Training Provided  
800D Intelligence Briefing/Liaison  
800E Human Source Coordination  
801A Intelligence Collection Management-Counterterrorism  
801B Intelligence Analysis/Production-Counterterrorism  
802A Intelligence Collection Management-Counterintelligence  
802B Intelligence Analysis/Production-Counterintelligence  
803A Intelligence Collection Management-Cyber  
803B Intelligence Analysis/Production-Cyber  
804A Intelligence Collection Management-Criminal  
804B Intelligence Analysis/Production-Criminal  
805A Intelligence Collection Management-Other DNI Requirements  
805B Intelligence Analysis/Production-Other DNI Requirements  
806 HUMINT Collection-Other DNI Foreign Intelligence Requirements

\*\* Another federal agency has the primary investigative responsibility in these classifications.

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**3-1.2 FBI Classifications and Subdivided Classifications by Program**

NATIONAL FOREIGN INTELLIGENCE PROGRAM - FOREIGN COUNTERINTELLIGENCE  
(See National Foreign Intelligence Program (NFIP) Manual, Part 1, 1-04.)

1I FCI - Training Received

1J FCI - Training Provided (See MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); MIOG, Part 1, 1-4; Legal  
Attache Manual, Part 1, 2-13.5.)

64A SEE NFIP MANUAL

64B SEE NFIP MANUAL

64C SEE NFIP MANUAL

64D SEE NFIP MANUAL

64E SEE NFIP MANUAL

64F SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, Section 2 and 4.)

65A SEE NFIP MANUAL

65B SEE NFIP MANUAL

65C SEE NFIP MANUAL

65D SEE NFIP MANUAL

65E SEE NFIP MANUAL

65F SEE NFIP MANUAL

65G SEE NFIP MANUAL

65H SEE NFIP MANUAL

65I SEE NFIP MANUAL

65J SEE NFIP MANUAL

65K SEE NFIP MANUAL

65L SEE NFIP MANUAL

65M SEE NFIP MANUAL

65N SEE NFIP MANUAL

65O SEE NFIP MANUAL

65P SEE NFIP MANUAL

65Q SEE NFIP MANUAL

65R SEE NFIP MANUAL

65S SEE NFIP MANUAL

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65T SEE NFIP MANUAL  
65U SEE NFIP MANUAL  
65V SEE NFIP MANUAL  
65W SEE NFIP MANUAL  
65X SEE NFIP MANUAL  
65Y SEE NFIP MANUAL  
65Z SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, Section 20.)  
97A SEE NFIP MANUAL  
97B SEE NFIP MANUAL  
97C SEE NFIP MANUAL  
97D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and 4-02.)  
102A SEE NFIP MANUAL  
102B SEE NFIP MANUAL  
102C SEE NFIP MANUAL  
102D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 102.)  
105A SEE NFIP MANUAL  
105B SEE NFIP MANUAL  
105C SEE NFIP MANUAL  
105D SEE NFIP MANUAL  
105E SEE NFIP MANUAL  
105F SEE NFIP MANUAL  
105G SEE NFIP MANUAL  
105H SEE NFIP MANUAL  
105I SEE NFIP MANUAL  
105J SEE NFIP MANUAL  
105Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, and Section 6.)  
105S See NFIP Manual  
108A SEE NFIP MANUAL  
108B SEE NFIP MANUAL  
108C SEE NFIP MANUAL  
108D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 108.)

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109A SEE NFIP MANUAL  
109B SEE NFIP MANUAL  
109C SEE NFIP MANUAL  
109D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 109.)  
110A SEE NFIP MANUAL  
110B SEE NFIP MANUAL  
110C SEE NFIP MANUAL  
110D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 110.)  
111A SEE NFIP MANUAL  
111B SEE NFIP MANUAL  
111C SEE NFIP MANUAL  
111D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 111.)  
112A SEE NFIP MANUAL  
112B SEE NFIP MANUAL  
112C SEE NFIP MANUAL  
112D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 112.)  
113A SEE NFIP MANUAL  
113B SEE NFIP MANUAL  
113C SEE NFIP MANUAL  
113D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04, and MIOG, Part 1, Section 113.)  
134A SEE NFIP MANUAL  
134B SEE NFIP MANUAL  
134C SEE NFIP MANUAL  
134H SEE NFIP MANUAL  
134I SEE NFIP MANUAL  
134J SEE NFIP MANUAL  
134L SEE NFIP MANUAL  
134M SEE NFIP MANUAL  
134N SEE NFIP MANUAL  
134O SEE NFIP MANUAL  
134P SEE NFIP MANUAL

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134Q SEE NFIP MANUAL  
134S SEE NFIP MANUAL  
134T SEE NFIP MANUAL  
134U SEE NFIP MANUAL  
134V SEE NFIP MANUAL  
134W SEE NFIP MANUAL  
134X SEE NFIP MANUAL  
134Z SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 27.)  
200A SEE NFIP MANUAL  
200B SEE NFIP MANUAL  
200C SEE NFIP MANUAL  
200D SEE NFIP MANUAL  
200E SEE NFIP MANUAL  
200F SEE NFIP MANUAL  
200G SEE NFIP MANUAL  
200H SEE NFIP MANUAL  
200I SEE NFIP MANUAL  
200J SEE NFIP MANUAL  
200M SEE NFIP MANUAL  
200N SEE NFIP MANUAL  
200P SEE NFIP MANUAL  
200Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 7.)  
202A SEE NFIP MANUAL  
202B SEE NFIP MANUAL  
202C SEE NFIP MANUAL  
202D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 8.)  
202Q See NFIP Manual  
203A SEE NFIP MANUAL  
203B SEE NFIP MANUAL  
203C SEE NFIP MANUAL  
203D SEE NFIP MANUAL

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203Q SEE NFIP MANUAL

203X SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 23.)

212A SEE NFIP MANUAL

212B SEE NFIP MANUAL

212C SEE NFIP MANUAL

212D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and 3-08.)

220A SEE NFIP MANUAL

220B SEE NFIP MANUAL

220C SEE NFIP MANUAL

220D SEE NFIP MANUAL

220Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 13.)

221A SEE NFIP MANUAL

221B SEE NFIP MANUAL

221C SEE NFIP MANUAL

221D SEE NFIP MANUAL

221Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 12.)

222A SEE NFIP MANUAL

222B SEE NFIP MANUAL

222C SEE NFIP MANUAL

222D SEE NFIP MANUAL

222Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 14.)

223A SEE NFIP MANUAL

223B SEE NFIP MANUAL

223C SEE NFIP MANUAL

223D SEE NFIP MANUAL

223Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 9.)

225A SEE NFIP MANUAL

225B SEE NFIP MANUAL

225C SEE NFIP MANUAL

225D SEE NFIP MANUAL

225P SEE NFIP MANUAL

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225Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 17.)  
227A SEE NFIP MANUAL  
227B SEE NFIP MANUAL  
227C SEE NFIP MANUAL  
227D SEE NFIP MANUAL  
227Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 16.)  
228A SEE NFIP MANUAL  
228B SEE NFIP MANUAL  
228C SEE NFIP MANUAL  
228D SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 10.)  
243 SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and 4-05.)  
248A SEE NFIP MANUAL  
248B SEE NFIP MANUAL  
248C SEE NFIP MANUAL  
248D SEE NFIP MANUAL  
248Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 11.)  
271 SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and 4-07.)  
283A SEE NFIP MANUAL  
283B SEE NFIP MANUAL  
283C SEE NFIP MANUAL  
283D SEE NFIP MANUAL  
283Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 15.)  
284A SEE NFIP MANUAL  
284B SEE NFIP MANUAL  
284C SEE NFIP MANUAL  
284D SEE NFIP MANUAL  
284E SEE NFIP MANUAL  
284F SEE NFIP MANUAL  
284G SEE NFIP MANUAL  
284H SEE NFIP MANUAL  
284I SEE NFIP MANUAL

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284J SEE NFIP MANUAL  
284K SEE NFIP MANUAL  
284Q SEE NFIP MANUAL  
284X SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 22.)  
285A SEE NFIP MANUAL  
285B SEE NFIP MANUAL  
285C SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04 and Section 22.)  
302A SEE NFIP MANUAL  
302B SEE NFIP MANUAL  
302C SEE NFIP MANUAL  
302D SEE NFIP MANUAL  
302Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04.)  
303A SEE NFIP MANUAL  
303B SEE NFIP MANUAL  
303C SEE NFIP MANUAL  
303D SEE NFIP MANUAL  
303Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04.)  
304A SEE NFIP MANUAL  
304B SEE NFIP MANUAL  
304C SEE NFIP MANUAL  
304D SEE NFIP MANUAL  
304Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04.)  
307G SEE NFIP MANUAL  
307H SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04.)  
310A SEE NFIP MANUAL  
310B SEE NFIP MANUAL  
310C SEE NFIP MANUAL  
310D SEE NFIP MANUAL  
310Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04.)  
311A SEE NFIP MANUAL  
311B SEE NFIP MANUAL

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311C SEE NFIP MANUAL

311D SEE NFIP MANUAL

311E SEE NFIP MANUAL

311F SEE NFIP MANUAL

311G SEE NFIP MANUAL

311H SEE NFIP MANUAL

311I SEE NFIP MANUAL

311J SEE NFIP MANUAL

311Q SEE NFIP MANUAL (See NFIP Manual, Part 1, 1-04.)

NATIONAL FOREIGN INTELLIGENCE PROGRAM - INTERNATIONAL TERRORISM (See NFIP Manual, Part 1, 1-04.)

1K International Terrorism - Training Received

1L International Terrorism - Training Provided (See MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); MIOG, Part 1, 1-4; Legal Attache Manual, Part 1, 2-13.5.)

117B Atomic Energy Act - International Terrorism

134D SEE NFIP MANUAL

134E SEE NFIP MANUAL

134F SEE NFIP MANUAL

134G SEE NFIP MANUAL

134K SEE NFIP MANUAL

134Y SEE NFIP MANUAL

137G Informants - Extraterritorial - International Terrorism (See MIOG, Part 1, 137-3.)

163I Foreign Police Cooperation - International Terrorism (See MIOG, Part 1, 163-6 (1) and MAOP, Part 2, 10-23.)

244A Hostage Rescue Team - International Terrorism (IT) Matters

244B Operations and Training - IT Matters

244C Swat Operations - IT Matters

244D Tactical Helicopter Program - IT Matters

253F Fraud and Related Activity - Passport/Visa/Identity Documents - International Terrorism

270G Extraterritorial International Terrorism (IT) - Cooperative Witnesses

279D Weapons of Mass Destruction - Use, Possession, Transfer, Production, Transport - International Terrorism

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279E Weapons of Mass Destruction - Threaten or Attempt to Use, Possess, Produce or Transport - International Terrorism (See MIOG, Part 1, 279-15.)

289G Witness Security Program - International Terrorism

290 Alien Terrorism Removal Court (ATRC)

293 SEE NFIP MANUAL

307A SEE NFIP MANUAL

307B SEE NFIP MANUAL

307C SEE NFIP MANUAL

307D SEE NFIP MANUAL

307E SEE NFIP MANUAL

307F SEE NFIP MANUAL

308I Evidence Response Team (ERT) Crime Scene - International Terrorism (See MIOG, Part 1, 308-4.)

309A Human Rights Offenses - Genocide 309B Human Rights Offenses - Torture 309C Human Rights Offenses - War Crimes

315A SEE NFIP MANUAL

315B SEE NFIP MANUAL

315C SEE NFIP MANUAL

315D SEE NFIP MANUAL

315E SEE NFIP MANUAL

315F SEE NFIP MANUAL

315G SEE NFIP MANUAL

315H SEE NFIP MANUAL

315I SEE NFIP MANUAL

315J SEE NFIP MANUAL

315K SEE NFIP MANUAL

315L SEE NFIP MANUAL

315M SEE NFIP MANUAL

315N SEE NFIP MANUAL

315O SEE NFIP MANUAL

315P SEE NFIP MANUAL

315Q SEE NFIP MANUAL

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315R SEE NFIP MANUAL

315S SEE NFIP MANUAL

315T SEE NFIP MANUAL

NATIONAL FOREIGN INTELLIGENCE PROGRAM - FBI SECURITY

67E Personnel Files/Reinvestigations of FBI Personnel (See MIOG, Part 1, 67-11, 67-11.1.1, 67-11.1.2, Section 259, 261.)

259A Security Clearance Investigative Program - Classified Information Procedures Act

259B Security Clearance Investigative Program - Foreign Intelligence Surveillance Act

259C Security Clearance Investigative Program - Joint Task Forces

259D Security Clearance Investigative Program - Others

259E Security Clearance Investigative Program - Periodic Reinvestigations/Security Clearances (See MIOG, Introduction, 2-2.4.3, Part 1, Section 259, Correspondence Guide - Field, 1-17.)

260A Industrial Security Program - Personnel Clearance

260B Industrial Security Program - Facility Clearance

260C Industrial Security Program - Nonclassified Personnel/ Access

260D Industrial Security Program - Other

260E Industrial Security Program - Personnel Clearance - Reinvestigations

260F Industrial Security Program - Contract Linguist Program (See MIOG, Introduction, 2-2.4.3, Part 1, 260-1, 260-2, 260-3, 260-4, 260-5, 260-6; Correspondence Guide - Field, 1-17.)

261A IAP - Information Assurance Program

261B Security Officer Matters - Security Education, Training, and Awareness

261C IAP - Enterprise Security Operations Center (ESOC)

261D Security Officer Matters - Physical Security

261E Security Officer Matters - Operations Security (OPSEC)

261F Security Officer Matters - Emergency Plans

261G Security Officer Matters - Other (See MIOG, Introduction, 2-2.4.3, Part 1, Section 261; Correspondence Guide - Field, 1-17; NFIP Manual, Part 1, 1-04.)

800A Intelligence Program Management

800B Intelligence Training Received

800C Intelligence Training Provided

800D Intelligence Briefing/Liaison

800E Human Source Coordination

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801A Intelligence Collection Management-Counterterrorism  
801B Intelligence Analysis/Production-Counterterrorism  
802A Intelligence Collection Management-Counterintelligence  
802B Intelligence Analysis/Production-Counterintelligence  
803A Intelligence Collection Management-Cyber  
803B Intelligence Analysis/Production-Cyber  
804A Intelligence Collection Management-Criminal  
804B Intelligence Analysis/Production-Criminal  
805A Intelligence Collection Management-Other DNI Requirements  
805B Intelligence Analysis/Production-Other DNI Requirements  
806 HUMINT Collection-Other DNI Foreign Intelligence Requirements  
COMPUTER INTRUSION PROGRAM  
1M Computer Intrusions - Training Received  
1N Computer Intrusions - Training Provided (See MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); MIOG, Part 1, 1-4; Legal Attache Manual, Part 1, 2-13.5.)  
134R Computer Intrusions - SEE NFIP MANUAL  
137J Informants - Computer Intrusions (See MIOG, Part 1, 137-3.)  
163L Foreign Police Cooperation - Computer Intrusions (See MIOG, Part 1, 163-6 (1), and MAOP, Part 2, 10-23.)  
270J Cooperative Witnesses - Computer Intrusions  
288A Computer Intrusions - Criminal Matters  
288B Computer Intrusions - Counterintelligence (CI) Matters  
288C Technical Support to White Collar Crime Program  
288D Technical Support to Violent Crime Program  
288E Technical Support to Criminal Enterprise Program  
288F Technical Support to National Foreign Intelligence Program  
288G Technical Support to Domestic Terrorism Program  
288H Technical Support to Civil Rights Program  
288I National Humint Collection Directive (NHCD) (See MIOG, Part 1, 288-3, 288-6, 288-8, 288-11.)  
288F Technical Support to CI Program  
288J Computer Intrusions - IT Matters

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288K Computer Intrusions - DT Matters 288L Technical Support to IT Program

314 Infragard

CYBER CRIME PROGRAM (CCP) - INTERNET FRAUD (IF)

92U Racketeering Enterprise Investigations - Internet Fraud (See MIOG, Part 1, 92; Part 2, 34-6.3.)

137K Informants - Cyber Crime Program (See MIOG, Part 1, 137-3.)

139C Interception of Communications - Cyber Related (See MIOG, Part 1, 139-9; Part 2, 34-6.3.)

163K Foreign Police Cooperation - Cyber Crime (See MIOG, Part 1, 163-6 (1); MAOP, Part 2, 10-23; Correspondence Guide, 1-17.)

196E Internet Fraud (See MIOG, Part 2, 20-3 (3), 34-6.3.)

270K Cooperative Witness - Cyber Crime Program

312A Cyber Crime - Training Received 312B Cyber Crime - Training Provided

CCP - IDENTITY THEFT (IT)

253E Fraud and Related Activity - Identification Documents - Substantial Internet Connection (See MIOG, Part 2, 34-6.3.)

258C Credit and/or Debit Card Fraud - Substantial Internet Connection (See MIOG, Part 1, 258-8; Part 2, 34-6.3.)

CCP - INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT (IPR)

295A Theft of Trade Secrets - Non-State Sponsored

295B Copyright Infringement - Computer Software Matters

295C Copyright Infringement - Other Matters

295D Trademark Infringement

295E Copyright Infringement/Signal Theft Matters

295F Trademark and Copyright Infringement - Cyber Technology Matters (See MIOG, Part 1, 295-1.8, 295-2.13, 295-3.9, 295-4.9; Part 2, 34-6.3.)

CCP - INNOCENT IMAGES NATIONAL INITIATIVE (IINI)

305A Innocent Images National Initiative - Egroups/Organizations/Enterprises for Profit

305B Innocent Images National Initiative - Travelers/Enticement

305C Innocent Images National Initiative - Producers/Manufacturers/Traders of Child Pornography

305D Innocent Images National Initiative - Possessors of Child Pornography

305E Innocent Images National Initiative - Training (See MIOG, Part 1, 305; Part 2, 34-6.3.)

CCP - OTHER

308L ERT Crime Scene - Cyber Crime

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316A Internet Extortion

316B Internet Gambling/Advertising

316C Illegal Internet Financing/Money Laundering

316D Internet Obscenity

DOMESTIC TERRORISM PROGRAM DOMESTIC TERRORISM OPERATIONS

2 Neutrality Matters

3 Overthrow or Destruction of the Government

14 Sedition

61 Treason; Misprision of Treason

98 Sabotage

100A Terrorism Enterprise Investigation - Domestic Terrorism

100B Terrorism Enterprise Investigation - International Terrorism

137C Informants - Domestic Terrorism (See MIOG, Part 1, 137-3.)

157 Civil Unrest (Civil Disorders and Demonstrators)

163C Foreign Police Cooperation - Domestic Terrorism Matters (See MIOG, Part 1, 163-6(1); MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

174A Actual & Attempted Bombings and Explosive Violations - Terrorism 174C All Other Cases including Threats 174D Bomb Technician Activities (See MIOG, Part 1, 174-9; Part 2, 34-6.3.)

176 Anti-Riot Laws

183C Racketeer Influenced and Corrupt Organizations - Terrorism

185 Protection of Foreign Officials and Guests

253A Fraud and Related Activity - Passport/Visa/Identity Documents - Domestic Terrorism (See MIOG, Part 1, 253-2.11; Part 2, 34-6.3.)

256B Hostage Taking by Domestic Terrorists (See MIOG, Part 1, 256-10; Part 2, 34-6.3.)

266H Act of Terrorism (AOT)-DT-Anarchist Extremists

266I AOT-DT-Animal Rights/Ecological Extremism

266J AOT-DT-Anti Abortion Extremists

266K AOT-DT-Black Separatist Extremists

266L AOT-DT-Fugitive

266M AOT-DT-Militia/Sovereign Citizen Extremists

266N AOT-DT-White Supremacist Extremists

266O ATO-DT-Predicate Offense-Other

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270C Cooperative Witness - Domestic Terrorism

277 Adoptive Forfeiture Matter - Counterterrorism (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)

289C Witness Security Program - Domestic Terrorism

292 Domestic Emergency Security Team (DEST)

308H Evidence Response Team Crime Scene - Domestic Terrorism (See MIOG, Part 1, 308-4.)

**DOMESTIC TERRORISM PROGRAM WEAPONS OF MASS DESTRUCTION OPERATIONS**

117A Atomic Energy Act

279A Weapons of Mass Destruction - Use, Possession, Transfer, Production, Transport - Domestic Terrorism

279B Weapons of Mass Destruction - Threaten or Attempt to Use, Possess, Produce or Transport - Domestic Terrorism (See MIOG, Part 1, 279-15; Part 2, 34-6.3.)

**DOMESTIC TERRORISM PROGRAM COUNTERTERRORISM PREPAREDNESS**

1G Domestic Terrorism - Training Received

1H Domestic Terrorism - Training Provided (See MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); MIOG, Part 1, 1-4, 1-5.1, 300-6; Legal Attache Manual, Part 1, 2-13.5.)

244E Hostage Rescue Team - Domestic Terrorism (DT) Matters

244F Operations and Training - DT Matters

244G Swat Operations - DT Matters

244H Tactical Helicopter Program - DT Matters

300A Counterterrorism (CT) Preparedness - Special Events

300B CT Preparedness - Aviation Security 300C CT Preparedness - Other

300H CT Preparedness - WMD Preparedness (See MIOG, Part 1, 300-1, 300-2, 300-3, 300-6.)

300I CT Preparedness - Deployment and Logistical Readiness

**VIOLENT CRIME PROGRAM - CRIMES AGAINST CHILDREN**

7B Kidnapping - International Parental Kidnaping Crime Act of 1993 (IPKCA)

7C Child Abductions - No Ransom (See MIOG, Introduction, 2-1.6.4; Part 1, 7-19; Part 2, 34-6.3.)

31C White Slave Traffic Act - Sexual Exploitation of Children

31E White Slave Traffic Act - Child Prostitution (See MIOG, Part 2, 34-6.3.)

70E Crime on Government Reservation - Sexual/Physical Abuse - Minor Child (See MIOG, Part 2, 34-6.3.)

88D Unlawful Flight to Avoid Prosecution, etc. - Parental Kidnapping

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88E Child Support Recovery Act (CSRA) Matters

145C Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Sexual Exploitation of Children (See MIOG, Introduction, 2-1.6.4; Part 1, 305; Part 2, 34-6.3.)

298 National Sex Offender Registry - Violations

VIOLENT CRIME PROGRAM - FUGITIVE

62D Domestic Police Cooperation (See MIOG, Part 1, 62-3.3(7).)

62E Fugitive Investigations for Other Federal Agencies

76 Escaped Federal Prisoner, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision; or a subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision; or all others (See MIOG, Part 2, 34-6.3.)

88A Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime of violence against the person such as murder, manslaughter, forcible rape, robbery and aggravated assault; one convicted of such a crime within the past five years or one who has been incarcerated after conviction for a crime of violence and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision

88B Unlawful Flight to Avoid Prosecution, etc. - A subject wanted for a crime involving the loss or destruction of property valued in excess of \$25,000; one being sought for criminal charges involving in excess of two ounces of heroin or cocaine, 1,000 pounds of marijuana or 10,000 dosage units of clandestinely manufactured dangerous or hallucinogenic drugs; one convicted of the above crimes within the past five years or one who has been incarcerated after conviction for such offenses and escapes from custody or supervision (parole, probation) prior to completion of his/her sentence or term of supervision

88C Unlawful Flight to Avoid Prosecution, etc. - All others

253B Fraud and Related Activity in Connection with Identification Documents (FRAID) - Fugitive Subprogram (See MIOG, Part 1, 253-2.11.)

VIOLENT CRIME PROGRAM - CRIMES IN INDIAN COUNTRY

92K Racketeering Enterprise Investigations - Indian Country (See MIOG, Part 2, 34-6.3.)

198A Indian Country - Death Investigations

198B Indian Country - Embezzlement and Fraud

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- 198C Indian Country - Burglary/Larceny/Theft
- 198D Indian Country - Gaming
- 198E Indian Country - Controlled Substance Act
- 198F Indian Country - Sexual Abuse of a Child
- 198G Indian Country - Assaulting or Killing of a Federal Officer (AFO/KFO)
- 198H Indian Country - Domestic Violence
- 198K Indian Country - Vehicular Homicide
- 198L Indian Country - Assault
- 198M Indian Country - Arson
- 198N Indian Country - Robbery
- 198O Indian Country - Motor Vehicle Theft
- 198P Indian Country - Trafficking in Indian Human Remains/ Cultural Items
- 198Q Indian Country - Counterfeit Indian Arts and Crafts Board Trademark
- 198S Indian Country - Rape
- 198T Indian Country - Training
- 198U Indian Country - Physical Abuse of a Child
- 198V Indian Country - All Others (See MIOG, Part 1, 198-1.5, 198-1.9, 198-2.6, 198-3.3, 198-4.8, 198-5.8, 198-6.7, 198-6.8, 198-6.9, 198-7; Part 2, 34-6.3; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

**VIOLENT CRIME PROGRAM - SPECIAL JURISDICTION MATTERS**

- 43 False Advertising or Misuse of Names to Indicate Federal Agency
- 43 Illegal Manufacture, Possession, or Wearing of Civil Defense Insignia
- 43 Illegal Manufacture, Sale or Use of Military Cremation Urn
- 43 Illegal Manufacture, Use, Possession, or Sale of Emblems or Insignia
- 43 Illegal Wearing of Uniform
- 43 Miscellaneous - Falsely Making or Forging Naval, Military, or Official Pass
- 43 Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the United States
- 43 Miscellaneous - Forging or Using Forged Certificate of Discharge from Military or Naval Service
- 43 Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States
- 43 Misuse of the name "Federal Home Loan Mortgage Corporation"

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- 43 Unauthorized use of "Johnny Horizon" Symbol
- 43 Unauthorized use of "Smokey Bear" Symbol 43 Unauthorized use of "Woodsy Owl" Symbol
- 45A Crime on the High Seas (See MIOG, Part 2, 34-6.3.)
- 47A Impersonation - Act of Violence
- 47B Impersonation - Property Crimes in excess of \$25,000 47C Impersonation - All Others (See MIOG, Part 2, 34-6.3.)
- 70A Crime on Government Reservation - Crime of Violence
- 70B Crime on Government Reservation - Property Crimes over \$5,000 70C Crime on Government Reservation - All Other Property Crimes
- 70D Crime on Government Reservation - Controlled Substance Act (See MIOG, Part 2, 34-6.3.)
- 90A Irregularities in Federal Penal Institutions - Crime of Violence
- 90B Irregularities in Federal Penal Institutions - Controlled Substance Act
- 90C Irregularities in Federal Penal Institutions - All others
- 253C Fraud and Related Activity in Connection with Identification Documents (FRAID) - All other FRAID Matters (See MIOG, Part 1, 253-2.11; Part 2, 34-6.3.)
- VIOLENT CRIME PROGRAM - TRANSPORTATION CRIMES**
- 26A Interstate Transportation of Stolen Motor Vehicle - Crimes of Violence/Carjacking
- 26C Interstate Transportation of Stolen Aircraft (ITSA)
- 149A Destruction of Aircraft or Motor Vehicles (DAMV)
- 149B Destruction of Aircraft or Motor Vehicles (DAMV) - False Report (See MIOG, Part 2, 34-6.3.)
- 160 Federal Train Wreck Statute (See MIOG, Part 2, 34-6.3.)
- 164A Crime Aboard Aircraft - Confirmed aircraft hijacking
- 164B Crime Aboard Aircraft - Interference and Threats
- 164C Crime Aboard Aircraft - All others, including false statements or unaggravated weapon violations detected through airport security screening process (See MIOG, Part 1, 164-18; Part 2, 34-6.3.)
- 254A Destruction of Energy Facilities
- 254D Hazardous Liquid Pipeline Safety Act (HLPSA) (See MIOG, Part 1, 254-7, 254-11.)
- VIOLENT CRIME PROGRAM - VIOLENT INCIDENT CRIMES (See also MIOG, Introduction, 2-1.6.4.)**
- 7A Kidnapping (See MIOG, Part 2, 34-6.3.)

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9A Extortion - All aggravated and/or specific threats, extortion, or ransom demands involving domestic and foreign mail or interstate communications 9B Extortion - All others, including nonaggravated and/or nonspecific mail and telephone threats 9C Extortion - Interstate Domestic Violence 9D Extortion - Interstate Violation of a Protection Order (See MIOG, Part 2, 34-6.3.)

31B White Slave Traffic Act - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters

31D White Slave Traffic Act - All Other Cases (See MIOG, Part 2, 34-6.3.)

56A Election Laws - Threats against or personal injury to named persons, federal, state or local level - (Violation of Title 18, USC, Section 245 (b)(1)(A).)

89A Assassination, Kidnapping or Assaulting a Member of Congress

89B Assaulting, Killing or Attempting to Kill a Federal Officer

89C Assassination, Kidnapping or Assaulting an Executive Department Head or Director of CIA

89D Assassination, Kidnapping or Assaulting a Supreme Court Justice

89E Conspiracy to Impede or Injure a Federal Officer

89F Crime Against Family Members - Federal Officials (See MIOG, Part 1, 89-2.22, 89-3.20, 89-4.10, 89-5.4, 89-5.7; Part 2, 34-6.3.)

91A Bank Robbery

91B Bank Burglary, Larceny, \$10,000 and over

91C Bank Burglary, Larceny Under \$10,000

91D Bank Robbery, Burglary, Larceny Suspect Program

91F Bank Extortion - Bank extortion offenses occur when a subject demands bank funds from a bank official through the means of a threat of physical injury to himself/herself or a member of his/her family by telephone, written communication or person (See MIOG, Introduction, 2-1.6.4, Part 1, 91-34; Part 2, 34-6.3.)

145B Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - Cases targeted against non-LCN major organized crime groups where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN law enforcement corruption matters

145D Interstate Transportation of Obscene Matter - Broadcasting Obscene Language - All other cases (See MIOG, Part 2, 34-6.3.)

163G Foreign Police Cooperation - Violent Crimes (See MIOG, Part 1, 163-6 (1) and MAOP, Part 2, 10-23.)

166C Interstate Transportation in Aid of Racketeering (Murder for Hire) - Other than organized crime

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166D Interstate Transportation in Aid of Racketeering - Arson (non-LCN) (See MIOG, Part 2, 34-6.3.)

175A Assassination, Kidnapping or Assaulting the President or Vice President

175B Assassination, Kidnapping or Assaulting Presidential or Vice Presidential Staff Members

175C Threats Against the President; Protection of the President (See MIOG, Part 1, 175-25; Part 2, 34-6.3.)

178 Interstate Obscene or Harassing Telephone Calls (See MIOG, Part 2, 34-6.3.)

184A Police Killings - Investigation Requested 184B Police Killings - Other (See MIOG, Part 1, 184-11; Part 2, 34-6.3.)

192B Hobbs Act - Commercial Institutions 192C Hobbs Act - Armored Carrier (See MIOG, Part 1, 91-12, 192-22; Part 2, 34-6.3.)

250 Tampering with Consumer Products (See MIOG, Part 2, 34-6.3.)

252A National Center for the Analysis of Violent Crime (NCAVC) - Violent Criminal Apprehension Program

252B NCAVC - Criminal Investigative Analysis Program

252C NCAVC - Research and Development Program

252D NCAVC - Training Program

252E NCAVC - Arson and Bombing Investigative Services Program

252F Crisis Management Program

252G Crisis Negotiation Program (See MIOG, Part 1, 252-12, 252-13.)

256C Hostage Taking - Nonterrorism Related (See MIOG, Part 1, 256-10; Part 2, 34-6.3.)

306 Serial Killings (See MIOG, Part 2, 34-6.3.)

**VIOLENT CRIME PROGRAM - VICTIM/WITNESS ASSISTANCE PROGRAM**

188B Victim-Witness Assistance Program

**VIOLENT CRIME PROGRAM - OTHER MATTERS**

1U VC - Training Received 1V VC - Training Provided (See MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); MIOG, Part 1, 1-4; Legal Attache Manual, Part 1, 2-13.5.)

89G Attorney General's Protection Detail

137B Informants - General Criminal

137E Informants - Confidential Source (See MIOG, Part 1, 137-3.)

270B Cooperative Witnesses - General Criminal (See MIOG, Part 1, 270-3.)

272C Money Laundering - VC Matters (See MIOG, Part 1, 272-8.2.)

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276 Adoptive Forfeiture Matter - Violent Crime (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)

308E ERT Crime Scene - Violent Crime (See MIOG, Part 1, 308-4.)

AMERICAS CRIMINAL ENTERPRISE PROGRAM (ACEP)

ACEP-CENTRAL/SOUTH AMERICAN (C/SA)

281B Criminal Enterprise - Central/South American Organizations (See MIOG, Part 1, 281-3.)

ACEP-MEXICAN (MEX)

281C Criminal Enterprise - Mexican Organizations (See MIOG, Part 1, 281-3.)

ACEP-MAJOR CRIMINAL (MC)

281F Criminal Enterprise - Other Major Criminal Enterprises (See MIOG, Part 1, 281-3.)

ACEP-CARIBBEAN (CAR)

281I Criminal Enterprise - Caribbean Organizations (See MIOG, Part 1, 281-3.)

ACEP-COMMUNITY OUTREACH PROGRAM (COP)

12 Drug Demand Reduction - Matters handled in furtherance of the FBI's goal to reduce the demand for illegal drugs in this country

188A Community Outreach/Crime Resistance

ACEP-OTHER MATTERS (OM)

1Q ACEP - Training Received

1R ACEP - Training Provided (See MIOG, Part 1, 1-4; MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); Legal Attache Manual, Part 1, 2-13.5.)

137F Informants - Drug (See MIOG, Part 1, 137-3.)

163F Foreign Police Cooperation - Drug (See MIOG, Part 1, 163-6 (1); MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

270F Cooperative Witness - Drug (See MIOG, Part 1, 270-3.)

272F Money Laundering - Drug (See MIOG, Part 1, 272-8.2.)

273 Adoptive Forfeiture Matters - ACEP (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)

289F Witness Security Program - Drug

289H Witness Security Program - Non-FBI Sponsored Past or Present Participants

308F ERT Crime Scene - ACEP (See MIOG, Part 1, 308-4.)

ACEP - MAJOR THEFT (MT)

15 Theft from Interstate Shipment - Crime of Violence, Loss of \$25,000 or more; weapons, explosives, and all others.

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26B Interstate Transportation of Stolen Motor Vehicle - Commercialized Theft or Chop Shops 26D Interstate Transportation of Stolen Motor Vehicle - All other (See MIOG, Part 2, 34-6.3.)

52A Theft of Government Property - Crime of Violence

52B Theft of Government Property - Property valued in excess of \$5,000; weapons; explosives

52C Theft of Government Property - All Others

87 Interstate Transportation of Stolen Property (ITSP)

92T Racketeering Enterprise Investigations (REI) - Major Theft (See MIOG, Part 1, 92-9; Part 2, 34-6.3.)

137L Informants - Major Theft (See MIOG, Part 1, 137-3.)

183E Racketeering Influenced and Corrupt Organizations - Property Crimes of Violence (See MIOG, Part 1, 183-6; Part 2, 34-6.3.)

251A Controlled Substances - Robbery 251B Controlled Substances - Burglary (See MIOG, Introduction, 2-1.6.4, Part 1, 251-9.)

270L Cooperative Witnesses - Major Theft (See MIOG, Part 1, 270-3.)

ACEP - VIOLENT GANGS (VG)

4 Firearms Act

137M Informants - Violent Gangs (See MIOG, Part 1, 137-3.)

267 Drug-Related Homicides (See MIOG, Part 2, 34-6.3.)

270M Cooperative Witnesses - Violent Gangs (See MIOG, Part 1, 270-3.)

281D Criminal Enterprise - Violent Gangs

289B Witness Security Program - General Criminal

TRANSNATIONAL CRIMINAL ENTERPRISE PROGRAM (TCEP)

TCEP - ASIAN/AFRICAN CRIMINAL ENTERPRISE (A/ACE)

281E Criminal Enterprise - Asian Organizations - Cases directed against Asian criminal organizations

281G Criminal Enterprise - African Organizations - Cases directed against African criminal organizations

281J Criminal Enterprise - Alien Smuggling Investigations (See MIOG, Part 1, 92-9 and 281-3.)

TCEP - LA COSA NOSTRA/ITALIAN CRIMINAL ENTERPRISES/LABOR RACKETEERING (LCN/L)

143A Interstate Transportation of Gambling Devices - Cases targeted against La Cosa Nostra (LCN) members and/or associates where the moving force behind the activity is the LCN

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143B Interstate Transportation of Gambling Devices - Cases targeted against non-LCN criminal enterprise type where the criminal activity is that usually associated with organized crime, such as gambling, loansharking, etc.; and all non-LCN related law enforcement corruption matters

143C Interstate Transportation of Gambling Devices - All other criminal enterprise cases (See MIOG, Part 1, 143-8.)

182A Illegal Gambling Business - LCN nexus

182B Illegal Gambling Business - No LCN nexus, allegations of violence

182C Illegal Gambling Business - No allegations of violence

183A Civil RICO - Civil investigations of criminal enterprises

183B Labor Related Racketeering - LCN nexus

183F Labor Related Racketeering - No LCN nexus (See MIOG, Part 1, 183-6; Part 2, 34-6.3.)

281A Criminal Enterprise - LCN and Italian Organizations (See MIOG, Part 1, 92-9 and 281-3.)

TCEP - EURASIAN CRIMINAL ENTERPRISES (ECE)

281H Criminal Enterprise - Eurasian Organizations

281M Criminal Enterprise - Balkan Organizations (See MIOG, Part 1, 92-9 and 281-3.)

281N Criminal Enterprise - Middle Eastern

TCEP - OTHER MATTERS (OM)

1S TCEP - Training Received 1T TCEP - Training Provided (See MIOG, Part 1, 1-4; MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); Legal Attache Manual, Part 1, 2-13.5.)

137A Informants - Organized Crime and Top Echelon (See MIOG, Part 1, 137-3.)

163J Foreign Police Cooperation - Organized Crime (See MIOG, Part 1, 163-6 (1); MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

270A Cooperative Witnesses - Organized Crime and Top Echelon (See MIOG, Part 1, 270-3.)

272A Money Laundering - Organized Crime (See MIOG, Part 1, 272-8.1 and 272-8.2.)

274 Adoptive Forfeiture Matters - TCEP (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)

289A Witness Security Program - Organized Crime

**ORGANIZED CRIME DRUG ENFORCEMENT (OCDE) PROGRAM**

**OCDE - AMERICAS CRIMINAL ENTERPRISE - RACKETEERING ENTERPRISE INVESTIGATIONS (ACE-REI)**

92B Racketeering Enterprise Investigations (REI) - Central/South American Organizations - Cases directed against Central American and South American criminal organizations

92C Racketeering Enterprise Investigations (REI) - Mexican Organizations - Cases directed against Mexican criminal groups

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92F Racketeering Enterprise Investigations (REI) - Other Major Criminal Organizations - Cases directed against other major criminal organizations. - These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.

92I Racketeering Enterprise Investigations (REI) - Caribbean Organizations - Cases directed against Caribbean criminal organizations (See MIOG, Part 1, 92-9 and 245-10; Part 2, 34-6.3.)

**OCDE - AMERICAS CRIMINAL ENTERPRISE - RACKETEERING ENTERPRISE INVESTIGATIONS - GANGS (ACE-REI-G)**

92D Racketeering Enterprise Investigations (REI) - Gangs Cases directed against major violent drug gangs and violent street gangs such as the Bloods, Crips and Black Gangster Disciple Nation; outlaw motorcycle gangs such as the Hells Angels, Outlaws, and Bandidos; or other significant emerging gangs whose principal criminal activities involve drug trafficking and related violence (See MIOG, Part 1, 92-9, 245-10; Part 2, 34-6.3.)

**OCDE - TRANSNATIONAL CRIMINAL ENTERPRISE - RACKETEERING ENTERPRISE INVESTIGATIONS (TCE-REI)**

92A Racketeering Enterprise Investigations (REI) - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations

92E Racketeering Enterprise Investigations (REI) - Asian Organizations - Cases directed against Asian criminal organizations

92G Racketeering Enterprise Investigations (REI) - African Organizations - Cases directed against African criminal groups 9

2H Racketeering Enterprise Investigations (REI) - Eurasian Organizations - Cases directed against Russian, Eastern European, and Eurasian criminal organizations

92J Racketeering Enterprise Investigations (REI) - Alien Smuggling Investigations

92M Racketeering Enterprise Investigations (REI) - Balkan Organizations (See MIOG, Part 1, 92-9, 245-10; Part 2, 34-6.3.)

92V Racketeering Enterprise Investigations (REI) - Middle Eastern Criminal Enterprises

**OCDE - AMERICAS CRIMINAL ENTERPRISE - TASK FORCE (ACE-TF)**

245B Organized Crime Drug Enforcement (OCDE) Task Force - Central/South American Organizations - Cases directed against Central American and South American criminal organizations

245C Organized Crime Drug Enforcement (OCDE) Task Force - Mexican Organizations - Cases directed against Mexican criminal groups

245F Organized Crime Drug Enforcement (OCDE) Task Force - Other Major Criminal Organizations - Cases directed against other major criminal organizations. These organizations must be well-organized, multijurisdictional in operational scope, and of national significance and influence. The characterization of these organizations must be fully documented and corroborated.

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245I Organized Crime Drug Enforcement (OCDE) Task Force - Caribbean Organizations - Cases directed against Caribbean criminal organizations

245K Organized Crime Drug Enforcement (OCDE) Task Force - Money Laundering - Drugs (See MIOG, Part 1, 92-9, 245-10; Part 2, 34-6.3.)

OCDE - AMERICAS CRIMINAL ENTERPRISE - TASK FORCE - GANGS (ACE-TF-G)

245D Organized Crime Drug Enforcement (OCDE) Task Force - Gangs - Cases directed against major violent drug gangs and violent street gangs such as the Bloods, Crips and Black Gangster Disciple Nation; outlaw motorcycle gangs such as the Hells Angels, Outlaws, and Bandidos; or other significant emerging gangs whose principal criminal activities involve drug trafficking and related violence (See MIOG, Part 1, 92-9, 245-10; Part 2, 34-6.3.)

OCDE - TRANSNATIONAL CRIMINAL ENTERPRISE - TASK FORCE (TCE-TF)

245A Organized Crime Drug Enforcement (OCDE) Task Force - LCN and Italian Organizations - Cases directed against the LCN, Sicilian Mafia, La Camorra, and 'Ndrangheta criminal organizations

245E Organized Crime Drug Enforcement (OCDE) Task Force - Asian Organizations - Cases directed against Asian criminal organizations

245G Organized Crime Drug Enforcement (OCDE) Task Force - African Organizations - Cases directed against African criminal groups

245H Organized Crime Drug Enforcement (OCDE) Task Force Eurasian Organizations - Cases directed against Russian, Eastern European, and Eurasian criminal organizations

245J Organized Crime Drug Enforcement (OCDE) Task Force - Alien Smuggling Investigations

245M Organized Crime Drug Enforcement (OCDE) Task Force - Balkan Organizations (See MIOG, Part 1, 92-9, 245-10; Part 2, 34-6.3.)

245N Organized Crime Drug Enforcement (OCDE) Task Force - Middle Eastern Criminal Enterprises

**CIVIL RIGHTS PROGRAM**

**CIVIL RIGHTS PROGRAM (CR) - COLOR OF LAW (COL)**

214 Civil Rights of Institutionalized Persons Act/ Pattern or Practice of Police Misconduct

282A Civil Rights - Color of Law - Force and/or Violence

282B Civil Rights - Color of Law - Nonbrutality

282C Civil Rights - Color of Law - Force and/or Violence - Indian Country

282D Civil Rights - Color of Law - Nonbrutality - Indian Country (See MIOG, Part 1, 198-1.5, 282-2.1, 282-2.2, 282-4, 282-5, 282-5.2, 282-6, 282-7, 282-7.2; Part 2, 34-6.3.)

**CIVIL RIGHTS PROGRAM (CR) - HATE CRIMES (HATE)**

44A Racial Discrimination - Force and/or Violence

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44B Racial Discrimination - No Force and/or Violence

44C Voting Rights

44D Religious Discrimination - Force and/or Violence

44E Religious Discrimination - No Force and/or Violence (See MIOG, Part 1, 44-2.1, 44-2.2, 44-2.3, 44-2.4, 44-2.5, 44-4, 44-5, 44-6, 44-7.2, 44-11; Part 2, 34-6.3.)

177A Discrimination in Housing - Force and/or Violence 177B Discrimination in Housing - No Force and/or Violence (See MIOG, Part 1, 177-3.1, 177-3.2, 177-5, 177-5.1, 177-6, 177-6.2, 177-7, 177-8, 177-8.2, 177-9; Part 2, 34-6.3.)

**CIVIL RIGHTS PROGRAM (CR) - FREEDOM OF ACCESS TO CLINICS (FACE)**

286A Freedom of Access to Clinic Entrances Act of 1994 (FACE) Force and/or Intimidation Against Persons

286B FACE - Threat of Force or Intimidation Against Persons

286C FACE - Property Damage and/or Destruction Only

286E FACE - Civil Action (See MIOG, Part 1, 286-2.1, 286-2.2, 286-2.3, 286-2.4, 286-2.5, 286-4, 286-8; Part 2, 34-6.3.)

**CIVIL RIGHTS PROGRAM (CR) - HUMAN TRAFFICKING (HT)**

50 Human Trafficking

**CIVIL RIGHTS PROGRAM (CR) - OTHER (OT)**

1E Civil Rights - Training Received

1F Civil Rights - Training Provided (See MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); MIOG, Part 1, 1-4; Legal Attache Manual, Part 1, 2-13.5.)

137I Informants - Civil Rights (See MIOG, Part 1, 137-3.)

270I Cooperative Witnesses - Civil Rights (See MIOG, Part 1, 270-3.)

**TRAINING PROGRAM - FEDERAL**

1A Training - Training Coordinator (See MIOG, Part 1, 1-4.)

308C Evidence Response Team Training Provided - Domestic Training (See MIOG, Part 1, 308-4.)

**TRAINING PROGRAM - STATE AND LOCAL**

1C Training - National Academy Matters/TR-S&L (See MAOP, Part 2, 3-3.2 (2).) 1D International Training and Assistance Matters (See MIOG, Part 1, 1-1, 1-2, 1-4.)

308D Evidence Response Team Training Provided - International Training (See MIOG, Part 1, 308-4.)

**WHITE COLLAR CRIME PROGRAM** (See MIOG, Introduction, 2-1.5 through 2-1.5.3; Part 2, 20-3(3).)

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WHITE COLLAR CRIME PROGRAM - FINANCIAL INSTITUTION FRAUD

29A Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured bank  
29B Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured bank

29C Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured bank

29D Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured savings association

29E Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured savings association

29F Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured savings association

29G Financial Institution Fraud - Loss or losses contributing to the failure of a federally insured credit union

29H Financial Institution Fraud - Loss or loss exposure of \$100,000 or more involving a federally insured credit union

29I Financial Institution Fraud - Loss or loss exposure of \$25,000 to \$99,999 involving a federally insured credit union

29J Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and handled via Fast Track

29K Financial Institution Fraud - Loss or loss exposure of under \$25,000 involving a federally insured financial institution and not handled via Fast Track (See MIOG, Part 1, 29-7; Part 2, 34-6.3.)

29L Financial Institution Fraud - Mortgage Fraud, Non Financial Institution

29M Financial Institution Fraud - Mortgage Fraud, Government Programs

46B Fraud Against the Government - Housing and Urban Development (HUD) (See MIOG, Part 1, 46-1.14.)

92R Racketeering Enterprise Investigations (REI) - Financial Institution Fraud (See MIOG, Part 1, 92-9; Part 2, 34-6.3.)

253G Fraud and Related Activity - Passport/Visa/Identity Documents - White Collar Crime - Nonfinancial Institution (See MIOG, Part 1, 253-2.11, 253-3.8.)

WHITE COLLAR CRIME PROGRAM - FRAUD AGAINST THE GOVERNMENT

46A Fraud Against the Government - Department of Defense (DOD)

46C Fraud Against the Government - Small Business Administration (SBA)

46D Fraud Against the Government - Department of Labor (DOL)

46E Fraud Against the Government - Department of Transportation (DOT)

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46F Fraud Against the Government - Department of Education (DOED)

46G Fraud Against the Government - Veterans Administration (VA)

46H Fraud Against the Government - Other (See MIOG, Part 1, 46-1.14.)

**WHITE COLLAR CRIME PROGRAM - BANKRUPTCY FRAUD**

49 Bankruptcy Fraud (See MIOG, Part 1, 49-6; Part 2, 34-6.3.)

92P Racketeering Enterprise Investigations (REI) - Bankruptcy Fraud (See MIOG, Part 1, 92-9.)

**WHITE COLLAR CRIME PROGRAM - ANTITRUST**

60 Antitrust - Full and Limited FBI Investigations

**WHITE COLLAR CRIME PROGRAM - TELEMARKETING FRAUD**

196A Telemarketing Fraud (See MIOG, Part 1, Section 196; Part 2, 34-6.3.)

**WHITE COLLAR CRIME PROGRAM - INSURANCE FRAUD**

196B Insurance Fraud (See MIOG, Part 1, Section 196; Part 2, 34-6.3.)

**WHITE COLLAR CRIME PROGRAM - SECURITIES/COMMODITIES FRAUD**

318A Corporate Fraud

318B Prime Bank and High Yield Investment Fraud

318C Market Manipulation

318D Insider Trading

318F Other Security/Commodities Fraud Matters (See MIOG, Part 1, 318-1.2, 318-1.6, 318-4.2; Part 2, 34-6.3.)

**WHITE COLLAR CRIME PROGRAM - HEALTH CARE FRAUD**

92S Racketeering Enterprise Investigations (REI) - Health Care Fraud (See MIOG, Part 1, 92-9; Part 2, 34-6.3.)

209A Health Care Fraud - Government-Sponsored Program

209B Health Care Fraud - Private Insurance Program

209C Health Care Crime - Noninsurance

209D Health Care Fraud - Training

209E Health Care Fraud - Medical Privacy Law Violations (See MIOG, Part 1, 209-1, 209-6.6, 209-7; Part 2, 20-3(3), 34-6.3.)

**WHITE COLLAR CRIME PROGRAM - ENVIRONMENTAL CRIME**

249 Environmental Crimes - All investigations involving violations of Environmental Crimes statutes, including Environmental Crimes - Indian Country, and also the mishandling of special

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nuclear materials and waste products which is provided for under the Atomic Energy Act (See MIOG, Part 1, 249-8; Part 2, 20-3 (3).)

WHITE COLLAR CRIME PROGRAM - MONEY LAUNDERING

92O Racketeering Enterprise Investigations (REI) - Money Laundering (See MIOG, Part 1, 92-9; Part 2, 34-6.3.)

272B Money Laundering - White Collar Crime Matters

272D Money Laundering - Unknown Specified Unlawful Activity

272E Money Laundering - Targeting Industries or Facilities (See MIOG, Part 1, 272-8.2.)

WHITE COLLAR CRIME PROGRAM - INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

295A Theft of Trade Secrets - Non-State Sponsored

295B Copyright Infringement - Computer Software Matters

295C Copyright Infringement - Other Matters

295D Trademark Infringement

295E Copyright Infringement/Signal Theft Matters (See MIOG, Part 1, Section 295; Part 2, 34-6.3.)

WHITE COLLAR CRIME PROGRAM - PUBLIC CORRUPTION

56C Election Laws - Violations where federal official or federal candidate(s) is known subject and all other nonracially motivated violations

58A Corruption of Federal Public Officials - Executive Branch

58B Corruption of Federal Public Officials - Judicial Branch

58C Corruption of Federal Public Officials - Legislative Branch

58D Corruption of Federal Public Officials - Federal Bribery - Other

58E Corruption of Federal Public Officials - Indian Country (See MIOG, Part 1, 58-10.)

92L Racketeering Enterprise Investigations (REI) - Public Corruption (See MIOG, Part 1, 92-9; Part 2, 34-6.3.)

139A Interception of Communications - Public Officials or Government Agencies 139B Interception of Communications - All others (See MIOG, Part 1, 139-9; Part 2, 34-6.3.)

194A Corruption of State and Local Public Officials - State Level

194B Corruption of State and Local Public Officials - Local Level

194C Corruption of State and Local Public Officials - Law Enforcement

194D Corruption of State and Local Public Officials - Law Enforcement - Drug-Related

194E Corruption of State and Local Public Officials - Indian Country

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194F Corruption of State and Local Public Officials - Law Enforcement - Indian Country

194G Corruption of State and Local Public Officials - Law Enforcement - Drug-Related - Indian Country (See MIOG, Part 1, 198-1.5; Part 2, 20-3.)

205 Foreign Corrupt Practices Act of 1977

211 Ethics in Government Act of 1978

WHITE COLLAR CRIME PROGRAM - OTHER MATTERS (See MIOG, Part 2, 20-3(3).)

1W White Collar Crime - Training Received

1X White Collar Crime - Training Provided (See MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); MIOG, Part 1, 1-4; Legal Attache Manual, Part 1, 2-13.5.) 55 Counterfeiting \*\* (See MIOG, Part 2, 34-6.3.) 131 Admiralty Matter

137D Informant - White Collar Crime (See MIOG, Part 1, 137-3.)

163H Foreign Police Cooperation - White Collar Crime (See MIOG, Part 1, 163-6 (1) and MAOP, Part 2, 10-23.)

181 Consumer Credit Protection Act

258A Credit and/or Debit Card Fraud - Loss in excess of \$25,000 258B Credit and/or Debit Card Fraud - Loss of \$25,000 or less (See MIOG, Part 1, 258-8.)

270D Cooperative Witnesses - White-Collar Crime

275 Adoptive Forfeiture Matter - White-Collar Crime (See MIOG, Part 1, 273-1, 274-1, 275-1, 276-1, 277-1.)

289D Witness Security Program - White Collar Crime 308G Evidence Response Team Crime Scene - White Collar Crime (See MIOG, Part 1, 308-4.)

WHITE COLLAR CRIME PROGRAM - OTHER MATTERS - PUBLIC CORRUPTION/GOVERNMENT FRAUD (See MIOG, Part 2, 20-3(3).)

51 Jury Panel Investigations

69 Contempt of Court

72 Obstruction of Justice

74 Perjury

296 Integrity Committee Matters

WHITE COLLAR CRIME PROGRAM - OTHER WIRE AND MAIL FRAUD SCHEMES

196D Other Wire and Mail Fraud Schemes (See MIOG, Part 1, Section 196; Part 2, 34-6.3.)

APPLICANT PROGRAM - RECRUITMENT AND PROCESSING

67A Special Agent Recruitment and Processing

67C Support Applicant Recruitment and Processing

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APPLICANT PROGRAM - BACKGROUND INVESTIGATIONS

67B Special Agent Applicant Investigations

67D Support Applicant Investigations

67F Other Personnel Matters

APPLICANT PROGRAM - OTHER NONREIMBURSABLE

73A Background Investigation - Office of the Pardon Attorney

73B Limited Inquiry - Office of the Pardon Attorney (See MIOG, Part 1, 73-1.1; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

77A Background Investigation - Presidential Appointment with Senate Confirmation - Nonreimbursable

77E Background Investigation - Department of Justice (HQ) - Nonreimbursable

77F Background Investigation - Department of Justice - (Foreign Intelligence Surveillance Court or Special Tribunal) - Nonreimbursable

77L Background Investigation - Department of Justice (5-Year Reinvestigation) 77N Limited Inquiry - White House (DOJ) - Nonreimbursable

77O Limited Inquiry - Department of Justice - Nonreimbursable 77P Limited Inquiry - Administrative Office of the United States Courts - Nonreimbursable (See MIOG, Part 1, 77-1.1; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

116E Limited Inquiry - Department of Energy/Nuclear Regulatory Commission (See MIOG, Part 1, 116-4; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

140A Security of Government Employees

140D Limited Inquiry - Security/Suitability of Government Employees (See MIOG, Part 1, 140-2, 140-3, 140-4, 140-6; MAOP, Part 2, 10-23; and Correspondence Guide - Field, 1-17.)

161A Level I-Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS)

161B Level II-Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS)

161C Level III-Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS) 161D Level I-White House Staff

161E Level II-White House Staff Level II-White House Access Level II-National Security Council

161F Level II-White House Staff (Five-Year Reinvestigation) Level II-White House Access (Five-Year Reinvestigation) Level II-National Security Council (Five-Year Reinvestigation)

161G Level III-White House Staff Level III-White House Access

161H Level III-White House Staff (Five-Year Reinvestigation) Level III-White House Access (Five-Year Reinvestigation)

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161I Congressional Committee

161J Congressional Committee (Five-Year Reinvestigation)

161K Expanded Name Check 161L Limited Update Investigations - Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS)

161Q Limited Inquiry - White House (Non-DOJ)

161R Limited Inquiry - Congressional Committee

161S Level IV-Presidential Appointment (PA) and Presidential Appointment, Senate Confirmation (PAS) (Five-Year Investigation) (See MIOG, Part 1, 161-4, 161-5, 161-9; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

**APPLICANT PROGRAM - OTHER REIMBURSABLE**

77B Background Investigation - Administrative Office of the United States Courts (15-Year) - Reimbursable

77C Background Investigation - Administrative Office of the United States Courts (10-Year) - Reimbursable

77H Background Investigation - Department of Justice (United States Attorney's Office) - Reimbursable

77I Background Investigation - Department of Justice (Executive Office of United States Trustees or Executive Office of Immigration Review) - Reimbursable (See MIOG, Part 1, 77-1.1; MAOP, Part 2, 10-23, Correspondence Guide - Field, 1-17.)

116A Background Investigation - Department of Energy

116B Background Investigation - Department of Energy (5-Year Reinvestigation)

116C Background Investigation - Nuclear Regulatory Commission

116D Background Investigation - Nuclear Regulatory Commission (5-Year Reinvestigation) (See MIOG, Part 1, 116-4; MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)

140B Suitability Background Investigation - Referral (Name of Referral Agency) (See MIOG, Part 1, 140-4, 140-6;) MAOP, Part 2, 10-23; Correspondence Guide-Field, 1-17.)

**MISCELLANEOUS PROGRAM**

1Y Firearms/Legal/Aviation/Surveillance/Other - Training Received

1Z Firearms/Legal/Aviation/Surveillance/Other - Training Provided (See MAOP, Part 2, 3-3.2 (3), 3-4.5 (5); MIOG, Part 1, 1-4; Legal Attache Manual, Part 1, 2-13.5.)

32A Identification (Fingerprint Matters) 32B Identification (Biometrics Matters)

33 Uniform Crime Reporting

35 Civil Service \*\*

62F Miscellaneous/Other

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63B FBIHQ Use Only - TURK Not Recorded  
63D FBIHQ Use Only  
63E FBIHQ Use Only  
66A Administrative Matters - Bureau automobile accidents  
66C Administrative Matters - Night, Weekend, Holiday Supervisors and Duty Agents  
66D Administrative Matters - Physical Examinations  
66E Administrative Matters - Physical Fitness Program  
66F Administrative Matters - Other  
66K Employee Assistance Program (EAP) Activities  
66L Administrative Matters - Evidence Response Team 66M Background Investigation Contract Service (BICS) Matters (See MAOP, Part 2, 3-3.2(8)(a), 3-4.5(5).)  
80 Public Relations Matters  
94 Research Matters  
95A Laboratory Investigative Services - Crimes Against Persons (CAPS)  
95B Laboratory Investigative Services - Crimes Against Property (CAPR)  
95C Laboratory Investigative Services - Crimes Against Society (CASO)  
95D Laboratory Investigative Services - Civil Cases (CC) (See MIOG, Part 1, 95-1; Part 2, 34-6.3.)  
163A Foreign Police Cooperation - General Criminal Matters  
163B Foreign Police Cooperation - Interpol  
163E Foreign Police Cooperation - Bureau Files and Ident Requests (See MIOG, Part 1, 163-6(1); MAOP, Part 2, 10-23; Correspondence Guide - Field, 1-17.)  
190 Freedom of Information/Privacy Acts  
197A Civil Litigation, Civil Actions, Claims Against the Government or Subpoena Matters, Civil Suits and Claims which are Nonpersonnel Related (FBI Programs)  
197B Personnel-Related Litigation, Title VII Civil Actions, Claims Against the Government, Equal Employment Opportunity Commission (EEOC), and Merit Systems Protection Board (MSPB) Hearings (FBI Programs)  
242 Automation Matters  
263A Office of Professional Responsibility (OPR) Matters - Nondelegated Investigations (those matters investigated by FBIHQ OPR Personnel or AIIPS)  
263B OPR Matters - Delegated Investigation Only (those matters wherein the investigation has been delegated to the field office or division)

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263C OPR Matters - Delegated Investigation/Adjudication (those lower-level offenses wherein both the investigation and adjudication have been delegated to the field office or division)

263E OPR Matters - OIG Investigations (those matters being investigated by the OIG)

268 Engineering Technical Matters - FCI Matters

269 Engineering Technical Matters - Non-FCI Matters

278 President's Intelligence Oversight Board (PIOB) Matters (See MAOP, Part 1, 1-22; NFIP Manual Part 1, 1-04, 2-56, and 3-08.)

280A EEO Investigations (FBIHQ Use Only Except for TURK)

280B EEO Counseling (TURK Use Only)

280C EEO Conferences (TURK Use Only)

280D EEO Administrative 280E EEO Reasonable Accommodation Matters

280F EEO Alternative Dispute Resolution Matters (See MAOP, Part 1, 4-5.3; MIOG, Part 1, 280-1.)

297 Inspection Matters

301 Missing Persons DNA Database

308A Evidence Response Team (ERT) Administrative Matters

308B ERT Training Received 308K ERT Crime Scene - Other (See MIOG, Part 1, 308-4.)

319A Payroll and Pay Administration Records

319B Procurement, Supply, and Grant Records

319C Property Disposal Records

319D Budget Preparation, Presentation, and Apportionment Records

319E Accountable Officer's Accounts Records

319F Expenditure Accounting Records

319G Stores, Plant, and Cost Accounting Records

319H Travel and Transportation Records

319I Motor Vehicle Maintenance and Operations Records

319J Space and Maintenance Records

319K Communications Records

319L Printing, Binding, Duplication, and Distribution Records

319M Information Services Records

319N Housing Records

319O Administrative Management Records

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319P Cartographic, Aerial Photographic, Architectural, and Engineering Records  
319Q Security and Protective Services Records  
319R Electronic Records 319S Audiovisual Records  
319T Records Common to Most Offices within Agencies  
319U Information Technology Operations and Management Records  
319V Ethics Program Records  
319W Policy Files  
319X Organizational Records  
319Y Temporary Commission Records  
321A Evidence Administration and Management  
321B ELSUR Administration and Management  
321C Special Operations Groups  
321D Bureau Aircraft Operations  
321E Foreign Language Program Records  
322 Bioterrorism Risk Assessment Matters  
323A Hazardous Material Response Team (HMRT) Administrative Matters  
323B HMRT Training Received  
323C HMRT Training Provided - Domestic Training  
323D HMRT Training Provided - International Training  
323E HMRT Operational Deployments  
323F HMRT Special Event Deployments  
323G HMRT Assistance Provided to Other Agencies  
323H HMRT Threat Assessments  
323I HMRT Other

\*\* Another federal agency has the primary investigative responsibility in these classifications.

### **3-2 RESOURCE MANAGEMENT INFORMATION SYSTEM (RMIS)**

The RMIS is a vehicle to collect information from each field division pertaining to caseloads, investigative work hours and accomplishments. Caseload information is derived from the Monthly Administrative Reports (MARs), investigative work hours from the Time Utilization Recordkeeping (TURK) system, and accomplishments from the Statistical Accomplishment Reports (FD-515s). Internally, the information collected under the RMIS provides a basis for performance evaluation, manpower distribution, program management, and budget formulation.

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This information is provided outside the FBI to reviewing authorities to justify the FBI's budget, support new or revised legislation, and respond to inquiries (Department of Justice, Office of Management and Budget, Congress and the media). It is, therefore, imperative that the information submitted by the field divisions be as accurate, timely, and complete as possible.

### **3-3 TIME UTILIZATION RECORDKEEPING (TURK) SYSTEM - GENERAL INFORMATION**

- (1) The TURK System records time spent by investigative personnel in accordance with FBI classifications appearing in Section 3-1 above. The TURK System is uniformly operational in all field divisions.
- (2) The TURK System was designed to provide time usage pertaining to FBI investigative efforts. The TURK System provides data which measures the areas in which investigative efforts are expended, identifies trends, and provides quantitative data used in the budgetary process.
- (3) Personnel who are required to submit TURK data are those listed below:
  - (a) Special Agents below the GS-14 grade and who are not Supervisory Special Agents. Special Agent GS-14 Chief Division Counsels and Special Agent GS-14 Associate Division Counsels are required to TURK. New Agent trainees do not TURK prior to graduation.
  - (b) Investigative support personnel as listed below: (See (4) below and MAOP, Part 2, 1-2.5 (4).)
    1. Deleted
    2. Financial Assistants/Financial Analysts
    3. Investigative Specialists
    4. Investigative Specialists (Aviation)
    5. Language Specialists
    6. Deleted
    7. Deleted
    8. Intelligence Analysts
    9. Information Technology (IT) Specialists - Forensic Examiners
    10. Surveillance Specialists
  - (c) Task Force Officers (TFOs) - Federal, state, or local law enforcement officers who are assigned to an FBI Task Force on a permanent basis, whether full-time or part-time, working on FBI investigative cases. TFOs from the intelligence community, i.e., CIA, should be excluded.
- (4) TURK data is recorded daily on the FD-420a (Attendance Register/TURK), by those in the System identified in 3-3(3) above. The data is collected daily in percentages, i.e., the percentage of time spent on each classification (maximum of six classifications per day), itemized on the FD-420a. TURK percentages are based on actual time worked, disregarding leave time. For example, a person who works only four hours would still be required to allocate these hours by percentage to available classifications. The percentages recorded for each working day must equal 100 percent.

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Following is a table which converts hours to percentages for those employees who use the TURK System:

IF HOURS \* THEN ONE IF HOURS \* THEN ONE WORKED TOTAL HOUR EQUALS  
WORKED TOTAL HOUR EQUALS

1 HOUR ... 100 %	13 HOURS ... 8 %	2 HOURS ... 50 %	14 HOURS ... 7 %	3 HOURS ... 33 %
15 HOURS ... 7 %	4 HOURS ... 25 %	16 HOURS ... 6 %	5 HOURS ... 20 %	17 HOURS ... 6 %
6 HOURS ... 17 %	18 HOURS ... 6 %	7 HOURS ... 14 %	19 HOURS ... 5 %	8 HOURS ... 12 %
20 HOURS ... 5 %	9 HOURS ... 11 %	21 HOURS ... 5 %	10 HOURS ... 10 %	22 HOURS ... 5 %
11 HOURS ... 9 %	23 HOURS ... 4 %	12 HOURS ... 8 %	24 HOURS ... 4 %	

\* Round the percentage, if necessary, to ensure that the time worked during the day is equal to 100 percent. (See MAOP, Part 2, 3-3.1.)

(5) TURK data is entered into the FBI's computers by field personnel through the Administrative Time Capture (ATC) System. The ATC System is a system used to record Time and Attendance (T&A) data for both the Payroll AND TURK Systems. There is a separate payroll manual entitled ADMINISTRATIVE TIME CAPTURE SYSTEM - ON-LINE USER GUIDE for ATC System data entry procedures. A separate computer terminal screen has been designed specifically for the recording of TURK data. Support personnel who enter T&A data are usually those who enter TURK data.

(6) To ensure that all TURK data has been entered for Agents and investigative support employees who TURK, field offices should verify the TURK data three days after the end of the pay period. To verify captured TURK, choose the <PF7> option from the ATC Master Menu, which will furnish various options from which to choose. The Pay Period and Year are mandatory fields to complete. The report will list the individual(s) in alphabetical order with the date(s) with missing TURK data. All missing TURK data can be rectified by entering the TURK information before FBIHQ closes the pay period. For TURK purposes, the pay period is closed 10 calendar days after the pay period ends. Once the pay period has been closed by FBIHQ, TURK data cannot be entered and/or adjusted.

(a) Deleted

(b) Deleted

(c) Deleted

(d) Deleted

(7) To enhance the credibility of the TURK system, 11 days after the end of each pay period, the Financial Analysis Unit (FAU), Budget Section, Finance Division, will review a list containing the names and dates of the Agents or investigative support personnel whose TURK data was not entered. The following circumstances may cause individuals' names to appear on the comparison (default) list.

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- (a) GRADUATION FROM QUANTICO IN THE MIDDLE OF A PAY PERIOD: Since new Agent trainees do not TURK while at Quantico, the field office to which he/she is reporting will record their TURK for only the second week.
- (b) TURK INFORMATION WAS NOT LOADED FOR DAY(S) WHEN T&A INFORMATION WAS ENTERED: The TURK system is programmed to credit time worked to the miscellaneous classification (63B) if TURK information was not entered for Agent(s) or investigative support personnel for any period of time. The hours are prorated to the programs/subprograms based on the individual's or field office's Investigative Program Indicator (IPA). See the TURK USER MANUAL, Chapter 4, Page 2 which explains how time is allocated when no TURK data is entered for day(s) worked.
- (c) CHANGE FROM A TURKING TO A NONTURKING JOB SERIES: In circumstances where an employee changes from a TURKING to non-TURKING job series, the employee may not be required to TURK if the Bureau Personnel Management System reflects the change during the middle of a pay period.
- (8) Upon reviewing the default list, the FAU will conduct a comparison for individuals reported on the past two pay period default lists. If no TURK data has been entered for an individual for three consecutive pay periods, FAU personnel will forward an e-mail to the individual requesting an explanation of why no TURK data has been entered. The individual's response will be attached/written by the most recent default list.
- (9) Field offices should be aware that up-to-date TURK data can be obtained directly from the ATC System by squad, resident agency, program, classification, or division.
- (10) The SAC will annually conduct an audit to determine the degree of accuracy, timeliness, and completeness of information that is being captured in the TURK System. The SAC will take appropriate action to remedy any deficiencies identified.

**3-3.1 General TURK Recording Procedures – Attendance Register/TURK (FD-420a)**

The Agent or support employee will sign in and out on the FD-420a. Upon signing out, he/she will record the FBI classification(s) that were worked during the day in the "class" column and the percentage of time worked on each classification in the "TURK percent" column. The sum of the individual percentages entered for each work day must total 100 percent (see MAOP, Part 2, 1-2.5(4) & 3-3 (4)).

- (1) "Class" column - Time utilized by field investigative personnel is recorded within FBI classifications. Many FBI classifications are subdivided by alpha characters to identify more specific types of work within the numeric classification. Refer to Part 2, 3-1.1 of this manual for a complete listing of all FBI classifications. A maximum of six classifications can be entered daily. If more than six classifications were worked during the day, list only the highest priority investigative activities and include the percentage with the classification(s).
- (2) "F/R/T/A/S/B/P" column - This special designator column should be utilized to record "Foreign Intelligence Surveillance Act (FISA), Relief, Technical, Aviation, Surveillance, National Backstopping" time, and/or Field Training Agent (FTA)" time.

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(a) The "F" designator should be utilized by Agents and appropriate support personnel, such as Intelligence Research Specialists and Language Specialists. The "F" designator should be indicated in the column to record time in connection with matters involving FISA-related activities.

(b) The "R" designator should be utilized only by approved relief supervisors. The "R" should be indicated in the column for all classifications supervised/reviewed while acting in the absence of the supervisor. Relief supervisors should not utilize the "R" designator while handling their daily assigned cases. All time spent by relief supervisors should be recorded on the FD-420a.

(c) The "T" indicator should be utilized only by a Technically Trained Agent. The "T" designator should be indicated in the column to record time spent by Technically Trained Agents while acting in a technical investigative capacity.

(d) The "A" designator should be utilized by Agents and appropriate support personnel, such as Investigative Specialist - Aviation, SSG personnel operating airborne sensor units, and field office photographers taking aerial photographs. The "A" designator should be indicated in the column to record time in connection with matters involving aviation surveillance-related activities.

(e) The "S" designator should be utilized by Agents assigned to Special Operation Groups (SOG) or Special Operation Modules (SOM) involved in surveillance-related activities.

(f) The "B" designator should be utilized by Agents and appropriate support personnel, such as those personnel assigned full time to Stagehand offices, to record time worked in connection with backstopping matters.

(g) The "P" designator should be utilized by Field Training Agents to record time spent training Probationary Agents.

(3) "TURK %" column - As stated in 3-3(4), all percentages for a particular day must equal 100 percent. The percentages should include travel time on the case, dictating, preparing for or conducting interviews, testifying, conducting surveillance, lecturing police schools, etc. Lunch periods and leave (all types) are ignored when computing percentages for a day.

### **3-3.2 Special TURK Recording Procedures**

(1) Major Cases (See MAOP, Part 2, 3-3.3 (5) and MIOG, Part 2, 10-20.)

(a) The TURK System provides for capturing time spent on any investigative matter which has one or more of the following considerations:

1. The investigation or its predicate offense has or will have a serious impact on national security.
2. The investigation or its predicate offense will have significant international or foreign policy implications.
3. The investigation will require significant personnel, financial, or external resources.
4. The investigation or its predicate offense has or is expected to garner intense national media attention, Executive Branch attention/inquiry, and/or Congressional interest or oversight.

(b) When a case has been designated a major case, the Finance Division will assign a unique number to the case. The Major Case number, code word, and date opened will be entered in the

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Administrative Time Capture (ATC) system. A report can be generated within the ATC system which will display all major case identifying numbers, with the code words and dates opened/closed. The major case number must be carried on the last line of the case title in all communications relating to the case.

(c) Upon designation as a Major Case, the office of origin will prepare an electronic communication (EC) with sufficient detail to identify the circumstances which initiated the investigation, contemplated short- and long-term investigative strategies, and anticipated resource requirements. The EC will be distributed to the Deputy Director, Executive Assistant Directors, Assistant Directors, Assistant Directors in Charge, and Special Agents in Charge.

(d) Utilization of the major case number enables the capturing of man hours expended on a particular matter while at the same time continuing to identify investigative time by classification, subclassification, and program.

(e) The Agent's or support employee's time is recorded on the FD-420a in accordance with the appropriate investigative classification of the major case. After recording the percentage of time worked, the major case identifying number is recorded in the column entitled "Major Case #."

(f) This recording enables capturing the time expended by investigative personnel on particular major cases while at the same time continuing to identify investigative time by FBI classifications. The data for a major case will continue to be identified with the major case identifying number until advised otherwise by the office of origin through a communication to all field offices.

(g) The ATC system will reflect the closed date for the major case which will prohibit any TURK data to be entered for the given major case number.

(2) National Academy Applicant Investigations

Time spent investigating National Academy Applicants is recorded to subclassification 1C - Training National Academy Matters. (See MAOP, Part 2, 3-1.1.)

(3) Training Received

(a) Time spent in receipt of training, whether in the field or at the FBI Academy, will be recorded to one of the following classifications: (See MAOP, Part 1, 4-5.3, Part 2, 3-1.1, 3-1.2, 3-4.5(5); MIOG, Part 1, 280-1, and Correspondence Guide- Field, 1-17.)

1C National Academy Matters 1D International Training and Assistance Matters 1E Civil Rights - Training Received 1G Domestic Terrorism - Training Received 1I FCI - Training Received 1K International Terrorism - Training Received 1M NIPCIP - Computer Intrusion - Training Received 1O NIPCIP - Infrastructure Protection - Training Received 1Q OC/DP - Drugs - Training Received 1S OC/DP - Organized Crime - Training Received 1U VCMOP - Training Received 1W WCC - Training Received 1Y Firearms/Legal/Other - Training Received 198T Indian Country - Training 280C EEO Training, Seminars and Conferences

(b) Training involving Equal Employment Opportunity (EEO) matters should be recorded under classification 280C. The classification 280C also includes time spent by SAs and appropriate support employees involved in EEO training, seminars and conferences. (See MAOP, Part 1, 4-5.3.)

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(c) When attending in-services or any other form of training away from the field office territory, the Agent or support employee must indicate on the FD-420a the classification and percentage (100 percent) for the dates of the training course.

(d) Full training days are EXCLUDED from the total days worked for the AVP computation period. A full training day is from 8:15 a.m. to 5:00 p.m. regardless of the length of time actually in training. AVP cannot be earned when in training even if homework or night classes are required.

(e) AVP may be earned on a training day in the field, only if an Agent is REQUIRED to work on an INVESTIGATIVE MATTER before 8:15 a.m. or after 5:00 p.m. An example of this might be a situation when an Agent is called at home to make an apprehension after spending all day at firearms training. In computing TURK percentages, training time should always be considered eight hours (8:15 a.m. to 5:00 p.m.) and the investigative time should be the actual overtime spent on the investigative matter before or after these hours. The day would NOT be counted toward the AVP computation period when eight hours are spent in training even when AVP is worked as in the aforementioned example.

(f) AVP is computed automatically when starting and ending times are entered into the ATC system. Therefore, it is not a requirement for the Agent to record AVP on the FD-420a. However, a column for AVP is included on the FD-420a which can be used by the Agent for his/her personal records.

(g) Total time accounted for on the FD-420a includes regular duty hours, AVP, and if applicable, authorized overtime. Time qualifying for AVP is governed under established policy and procedure for the payment of premium pay for AVP duty under Section 5545a of Title 5, United States Code and Part 550 of the Code of Federal Regulations.

(4) Temporary Assignment

(a) If an Agent or support employee is temporarily assigned to another field office in excess of two weeks, the temporary office of assignment should record the Agent's or support employee's T&A and TURK time starting with the day of arrival. Because the attendance registers are produced four weeks in advance, there may be an occasion that the attendance register does not indicate the correct office. Therefore, upon arrival, an attendance register can be produced at the temporary office by performing the following steps in the ATC System:

1. Select function #8 entitled, "Time and Attendance Reports Menu."
2. Select function #12 entitled, "Menu for Additional Time and Attendance Reports."
3. Select function #13 entitled, "Attendance Registers for Legats/Individuals."
4. Select function #2 entitled, "Individual."
5. Enter the individual's SSN, the year, and the pay period for the requested FD-420a.

(b) If an Agent or support employee spends less than two weeks in the temporary office, his/her office of permanent assignment will record the T&A and TURK data in the ATC system. The Agent or support employee may carry their FD-420a with them to the temporary office, or his/her squad supervisor may designate a contact person to prepare the FD-420a based on the information furnished by the Agent or support employee. The individual who prepares the FD-420a must note

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in the "Remarks" block "prepared by" followed by the preparer's name. However, whatever option is used, one should ensure that it does not jeopardize or delay entry of data into the ATC system.

(c) When an Agent or support employee is TDY to FBIHQ or a Legat, the home office will be required to enter his/her T&A and TURK data. The supervisor responsible for oversight of the TDY employee should instruct the TDY employee to complete the FD-420a on a regular basis by:

1. Faxing the FD-420a to the individual responsible for data entry of the T&A and TURK data in the ATC system
2. Telephonically contacting the individual with the T&A and TURK data OR
3. E-mailing the individual with the T&A and TURK data.

(d) The TDY employee should ensure that the FD-420a is signed. The supervisor responsible for oversight of the TDY employee should also ensure that the FD-420a is reviewed and signed.

(e) The employee's home office must ensure the T&A and TURK data are entered before the close of the pay period. For TURK purposes, the pay period is closed 10 calendar days after the pay period ends. Once the pay period has been closed by FBIHQ, TURK data cannot be entered and/or adjusted.

(f) Employees who are TDY to FBIHQ/Legats should TURK to the appropriate classification(s) that depicts the type of work performed.

(g) Employees who are TDY to Quantico or attending full-time/part-time language training should TURK to classifications 1E thru 1Z, which relate to receiving or providing training to a particular program. Time TURKed to the 1Y or 1Z classifications will be prorated back to the program(s) based on the employee's or field office's IPA. (See TURK USER MANUAL, Chapter 4, Page 2.)

(h) The home office should retain the FD-420a for audit and record purposes.

(5) Undercover and Surveillance

(a) Agents or support employees working in an undercover or surveillance capacity must complete the FD-420a on a daily basis whenever it is practical to do so.

(b) When it is not practical for an Agent or support employee to complete the FD-420a, the Agent's or support employee's supervisor may designate a contact person to prepare the FD-420a based on the information furnished by the Agent or support employee. The individual who prepares the FD-420a must note in the "Remarks" block "prepared by" followed by the preparer's name. (See MAOP, Part 2, 1-2 (9).)

(6) Night Duty

Night shifts or night duty could detain an Agent or support employee an hour or two past midnight. If the period past midnight does not exceed two hours, the Agent or support employee will indicate his/her TURK data for the day with the maximum hours. A similar situation occurs when the shift begins at midnight and conditions make it necessary for an employee to report an hour or two early. Leeway of two hours on either side of midnight may be granted without requiring the employee to record information for two separate work days. Any amount of time greater than two hours will require recording time for two separate work days. (See also MAOP, Part 2, 1-2.5.)

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(7) Travel Time

(a) Agents or support employees traveling within their field office territory, but away from headquarters city, must complete the FD-420a (Attendance Register/TURK). The time spent commuting from the field office to a resident agency should be recorded under the classification by which the trip was necessitated. If a trip from a resident agency to a field office is for reason of a file review, the travel time expended during normal working hours should be recorded in an equitable manner to the classifications of cases assigned to the Agent or support employee. In connection with file reviews, TRAVEL TIME OUTSIDE NORMAL WORKING HOURS CANNOT BE CLAIMED AS AVP OR AUTHORIZED OVERTIME and is not chargeable for TURK purposes.

(b) The FD-420a must be prepared for travel en route to a new office of assignment, indicating OL - Other Leave in the "Remarks" block, leaving the TURK portion blank. All time, including travel time, in connection with travel to seek new residence quarters upon transfer should be charged to OL - Other Leave. Employees engaged in such househunting trips are in an administrative leave status. If an employee does not request a househunting trip, five days of administrative leave may be granted upon arrival at the new official duty station to seek permanent quarters. (Note: Employees transferring to San Juan, Puerto Rico, and other United States possessions and territories may be granted up to seven days of administrative leave to locate suitable housing.) In addition, all permanently transferred employees are entitled to five days of administrative leave in connection with relocation. All such administrative leave time should similarly be recorded as OL - Other Leave for TURK purposes. (See MAOP, Part 2, 6-2.4.3.)

(c) Agent or support employee travel time outside of regular duty hours which is not considered regular work hours, AVP, or authorized overtime should NOT be recorded on the FD-420a. An example would be time traveling on a weekend, instead of the planned Monday travel day, to visit relatives or friends at a distant city.

(d) Agent or support employee travel time which results from an event which could not be scheduled or controlled administratively, such as time spent traveling to appear as a government witness in a trial, qualifies for AVP or authorized overtime and, therefore, should be recorded on the FD-420a and included in the TURK System.

(8) Administrative Matters (See MAOP, Part 2, 3-1.1, 3-1.2, & 3-4.5(5).)

(a) Time Agents or support employees spend on Administrative Matters is recorded under the appropriate category as listed below:

66A - Administrative Matters - Bureau Automobile Accidents 66C - Administrative Matters - Night, Weekend, Holiday Supervisors and Duty Agents 66D - Administrative Matters - Physical Exams 66E - Administrative Matters - Physical Fitness Program 66F - Administrative Matters - Other (including Complaint Duty) 66G - Administrative Matters - Bureau Aircraft Accidents 66H - Administrative Matters - Bureau Aircraft Operations 66I - Administrative Matters - Special Operations Groups 66J - Administrative Matters - Off-Premise Sites 66K - Employee Assistance Program (EAP) Activities 66L - Administrative Matters - Evidence Response Team 66M - Administrative Matters - BICS Matters

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(b) With regard to classifications 66C and 66F (complaint duty), assignments are basically administrative in nature and should be charged accordingly. However, if the Agent or support employee is able to devote official time to pending matters already assigned, it would be proper to record TURK percentages to the classification of the cases worked.

(9) Review and Retention of FD-420a (Attendance Register/TURK)

(a) The FD-420a must be inspected weekly and signed by the supervisor. The supervisor should visually check the computations to ensure the total percentages equal 100 for each work day. (See MAOP, Part 2, 1-2.5(4).)

(b) FD-420a's must be maintained for a period of six years and destroyed at the end of the leave year, or when administrative needs have been met, whichever is later. (See MAOP, Part 2, 2-4.5.10.)

(10) Intelligence Program (IP) & Field Intelligence Group (FIG) Matters

(a) IP and FIG matters should TURK to the 800 series classification as appropriate. The following classifications and subclassifications are to be used to determine and accurately document the work time utilization:

800A - Intelligence Program administrative and management activities, including intelligence capability development and career service activities.

800B - Intelligence training received within the FBI or externally.

800C - All activities associated with the development or delivery of intelligence training within the FBI or externally.

800D - Provision of intelligence briefings and intelligence liaison activities.

800E - Activities performed by field office Human Source Coordinator and other employees in support of policy, procedure, training, record keeping, and other administrative aspects of confidential human sources.

801A - Intelligence requirements and collection management activities, including targeting and source validation activities, in support of DNI, FBI, or other customer counterterrorism requirements.

801B - Strategic and tactical analysis activities and intelligence production activities, including preparation of IIRs and finished intelligence reports, in support of DNI, FBI, or other customer counterterrorism requirements.

802A - Intelligence requirements and collection management activities, including targeting and source validation activities, in support of DNI, FBI, or other customer counterintelligence requirements.

802B - Strategic and tactical analysis activities and intelligence production activities, including preparation of IIRs and finished intelligence reports, in support of DNI, FBI, or other customer counterintelligence requirements.

803A - Intelligence requirements and collection management activities, including targeting and source validation activities, in support of DNI, FBI, or other customer cyber requirements.

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803B - Strategic and tactical analysis activities and intelligence production activities, including preparation of IIRs and finished intelligence reports, in support of DNI, FBI, or other customer cyber requirements.

804A - Intelligence requirements and collection management activities, including targeting and source validation activities, in support of DNI, FBI, or other customer criminal requirements.

804B - Strategic and tactical analysis activities and intelligence production activities, including preparation of IIRs and finished intelligence reports, in support of DNI, FBI, or other customer criminal requirements.

805A - Intelligence requirements and collection management activities, including targeting and source validation activities, in support of other DNI, national requirements not directly associated with FBI investigative programs.

805B - Strategic and tactical analysis activities and intelligence production activities, including preparation of IIRs and finished intelligence reports, in support of other DNI national intelligence requirements not directly associated with FBI investigative programs.

806 - Collection of foreign intelligence responsive to collection requirements established by the DNI not directly associated with FBI investigative programs.

(b) An exception arises to the utilization of the 800 classification by IP and FIG personnel when those personnel are occupying mandated Congressionally funded reimbursable positions, such as Health Care Fraud (HCF) and Organized Crime and Drug Enforcement Task Force (OCDETF)-funded personnel. HCF funded personnel will TURK HCF matters to 209 White Collar Crime-HCF. OCDETF funded personnel will TURK OCDETF matters to 245, Americas Criminal Enterprise Program (ACEP) and Transnational Criminal Enterprise (TCEP) - OCDETF. These mandated Congressionally funded work efforts have reimbursable funded positions which are subject to audit.

### **3-3.3 Task Force Officer (TFO) Recording Procedures - Attendance/TURK Register FD-420a Form**

(1) To enable a TFO to receive an FD-420a form, personnel within the Investigative Case Management (ICM) Security Groups must enter the following information in the Law Enforcement Personnel (LEP) table within ICM:

- (a) Name of Task Force Officer
- (b) Ensure that a "Y" is indicated in the "Eligible FBI Case" field
- (c) Place a "T" in the Contractor/TFO field
- (d) Complete the non-FBI employer field
- (e) Complete the RA/Squad TURK field
- (f) Enter "F" for Federal or "N" for Nonfederal
- (g) Select Enter to process

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(2) The TFO will NOT be required to sign in and out, but should only indicate the total amount of hours/minutes worked during a given day. The TFO will record the FBI classification(s) that were worked during the day in the "class" column and the percentage of time worked on each classification in the "TURK percent" column. The sum of the individual percentages entered for each workday must total 100 percent.

(3) "Class" column - Time utilized by the TFO is recorded within FBI classifications. Many FBI classifications are subdivided by alpha characters to identify more specific type of work within the numeric classification. Refer to MAOP, Part 2, 3-1.1 of this manual for a complete listing of all FBI classifications. A maximum of six classifications can be entered daily. If more than six classifications were worked during the day, list only the highest priority investigative activities and include the percentage with the classification.

(4) "TURK %" column - As stated in 3-3.3(2), all percentages for a particular day must equal 100 percent. Lunch periods are ignored when computing percentages for a day.

(5) Major Cases - The ATC system provides for capturing time spent on investigative matters which, at their outset, are of national importance and/or indicate the potential for a massive commitment of manpower throughout the field. The TFO's time is recorded on the FD-420a in accordance with the appropriate investigative classification of the major case. After recording the percentage of time worked, the major case identifying number is recorded in the column entitled "Major Case ." Refer to MAOP, Part 2, 3-3.2 (1) (a) thru (f) for further explanation involving Major cases.

(6) The FD-420a must be signed by the TFO and FBI supervisor. The supervisor should visually check the computations to ensure the total percentages equal 100 for each workday.

(7) The FD-420a must be maintained within the field office for a period of six years and destroyed at the end of the leave year or when administrative needs have been met, whichever is later.

### **3-3.4 Discontinuation of TFO's FD-420a**

(1) To discontinue generating an FD-420a for a TFO who no longer works on an FBI task force, personnel within the ICM Security Groups must complete a two-step process to ensure that the TFO is removed from the LEP table. The following information should be entered in the LEP table within ICM.

(a) First Step:

1. Select 6 - Reference Information Menu
2. Select 1 - Law Enforcement Person
3. Select 3 - Modify Law Enforcement Person
4. Enter name of Task Force Officer
5. Complete the following three fields:
  - a. Status Code - enter SE
  - b. Status Reason - enter O

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c. Status Date - enter first date of the last month

6. Select the enter key to process

(b) Second Step:

1. Select 6 - Reference Information Menu

2. Select 1 - Law Enforcement Person

3. Select 5 - Purge Law Enforcement Person

4. Enter printer destination

(2) The TFO will be deleted from the LEP table upon completion of the above steps, as long as he/she does not have any cases or leads assigned to them. If the TFO has cases or leads assigned to him/her, ensure that they are assigned to another TFO or Agent within the field office.

### **3-4 MONTHLY ADMINISTRATIVE REPORT (MAR)**

#### **3-4.1 General**

(1) The Case and Lead MARs are required to be printed by each field division and Legal Attache (Legat) and their accuracy verified.

(2) The MARs must be considered classified documents and marked "SECRET" in accordance with instructions set forth in the Manual of Investigative Operations and Guidelines (MIOG), Part 2, Section 26.

#### **3-4.2 Preparation and/or Submission**

(1) All field offices and Legats are to electronically generate the MARs each month no later than the fifth workday of the month following the month being reported.

(2) The counts required on the MARs should be as of the close of business on the last day of each month. The MARs should not be electronically generated before the close of business on the last days of the month except when required by FBIHQ.

(3) The field offices and Legats are not required to mail the MARs to FBIHQ.

#### **3-4.3 Forms**

(1) The MARs are composed of two automated forms: one Form FD-29 and multiple Forms FD-29a.

(2) The automated FD-29 and FD-29a reflect current requirements and are to be used by all field offices and Legats with FBINET. Automated Case Support (ACS) will generate the FD-29 and FD-29a upon request as a result of the appropriate commands executed from Investigative Case Management (ICM).

(3) The automated printed MARs are to be filed, after verification of their accuracy, in the appropriate office or Legat file(s).

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### **3-4.4 FD-29 - Title (Cover) Page**

(1) The FD-29 is the first page of the MAR and should be classified "Secret." This page should contain the statement - "This report is unclassified except those pages marked secret." The "classified by" statement should also appear at the bottom of this page.

(2) Deleted

(3) The automated FD-29 will contain the locality of the field office or Legal Attache submitting the report, the name of the Assistant Director In Charge, the Special Agent In Charge and/or the Legal Attache. These items will be generated on the printed output as a result of the information entered on the MARs request screen.

### **3-4.5 FD-29a - Case Count Information**

(1) Deleted

(2) Deleted

(3) Source of Case Counts

(a) The cases/leads recorded daily in ACS form the basis of the automated MARs.

(b) Deleted

(4) Totals

(a) Each line entered on the MARs should cross total - that is, the beginning pending matters, plus the matters received, minus the matters closed must equal the matters pending at end of the period.

(b) Only classifications with investigative activity should be entered on the MARs. If a classification does not have counts in the beginning pending column, in the matters received columns or in the matters closed columns, the classification should not appear on the MARs.

(c) The case count totals for each program should be entered at the end of the program. Grand total counts for all programs should appear as the last line of the MARs.

(5) Time Utilization Recordkeeping (TURK) - The following classifications were established for TURK purposes only and should not be used for case assignment: (See MAOP, Part 1, 4-5.3; Part 2, 3-1.1, 3-1.2 & 3-3.2(3) & (8); MIOG, Part 1, 280-1.)

1C National Academy Matters 1D International Training and Assistance Matters 1E Civil Rights - Training Received 1G Domestic Terrorism - Training Received 1I FCI - Training Received 1K International Terrorism - Training Received 1M NIPCIP - Computer Intrusion - Training Received 1O NIPCIP - Infrastructure Protection - Training Received 1Q OC/DP - Drugs - Training Received 1S OC/DP - Organized Crime - Training Received 1U VCMOP - Training Received 1W WCC - Training Received 1Y Firearms/Legal/Other - Training Received 66C Administrative Matters - Night, Weekend, Holiday Supervisor and Duty Agents 66D Administrative Matters - Physical Examinations 66E Administrative Matters - Physical Fitness Program 198T Indian Country - Training 280C EEO Training, Seminars and Conferences

(6) Total Matters Pending Beginning of Period - Column 1 (FD-29a)

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(a) The matters, or cases/leads, pending at the beginning of the period for each classification entered must equal the matters pending at the end of the period on the previous month's MARs. Computer edits have been established to ensure these balances are in agreement.

(b) Multiple changes are usually made to classifications at the beginning of a fiscal year. Therefore, the computer edits are removed for the October MARs to facilitate shifting of cases to new or revised classifications from those discontinued or combined. The only edit check made on the October MARs is to ensure the grand total at the beginning of October is in agreement with the grand total at the end of September.

(7) Matters Received During Period

On the Case MAR, this is the total of cases/matters that were received during the period.

On the Lead MAR, this is the total of leads/matters that were received during the period. Leads are divided into Intraoffice leads and Interoffice Leads. Intraoffice leads are leads that are set from their own office. Interoffice leads are leads that are set from different offices.

(a) Deleted

(b) Deleted

(8) Grand Total During Period - This is the sum total of the matters pending at the beginning of the period, plus matters received during the period.

(9) Case/Lead Closings

(a) Squad Supervisors must approve all case closings or lead closings/declinations. The Squad Supervisor should note on the closing serial "C," the closing date, and the the closing type - either 4, 5 or 6.

On leads, the Squad Supervisor should note on the serial that the lead is covered or discontinued and the date.

(b) Administrative case closings are generally for cases where all leads have been exhausted and the SAC authorizes closing because, in the SAC's opinion, further investigation would not be warranted. Other administrative closings would be when the priority alpha designator changes or if the case is assigned a new file number.

(c) USA declination case closings are cases where the United States Attorney declines prosecution.

(d) Other case closings are all other type closings such as closings when final prosecution has been completed. Part 2, 2-5.2.4, of this manual covers case closings.

(e) The Supervisor must route cases/leads being closed/covered/discontinued to the support employee who maintains and records the closing/covering/discontinuing in ACS.

(f) Closed Intraoffice and Interoffice leads are leads that have been covered.

(g) Declined Intraoffice and Interoffice leads are leads that have been discontinued.

(10) Total Matters Closed During Period - This is the sum total of case/lead counts closed during the period.

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(11) Matters Pending at End of Period - These counts are determined by adding the total matters pending at beginning of period to the total matters received during period and subtracting total matters closed during period.

### **3-4.6 Reclassifying Cases and Error Correction**

When it becomes necessary to reclassify a matter, the case should be closed and counted as an administrative closing in the existing classification and opened as a new matter received in the new classification. Errors must be corrected in the same manner so the MARs remain in balance.

### **3-4.7 Deleted**

### **3-4.8 Criminal Preliminary Inquiries**

- (1) A preliminary inquiry (PI) may be opened in a criminal matter for a period of 90 days.
- (2) For reporting purposes, PI cases should be counted and reported with all other cases in the appropriate classification. However, PI matters should also be shown by themselves in total (as "Total PIs") below the corresponding program totals. Of course, PIs should only be counted once in the program totals.
- (3) A "Y" should be inserted in the PI field of the case record if a preliminary inquiry is opened in a criminal matter. Inserting a "Y," for yes in the PI field notifies ACS that the case is a preliminary inquiry and will report the counts of these cases not only within the appropriate classification, but also again by themselves in total (as "Total PIs") below the corresponding program totals. It should be noted that PIs are counted only once in the program totals.

### **3-4.9 Pending Inactive Matters**

Pending inactive matters should be counted with all other matters in their appropriate classification and program on the MARs.

### **3-4.10 Spin-Off Cases**

- (1) As the term indicates, a spin-off case originates from an existing case. The spin-off case should have all the elements required to establish it as a separate case within its investigative classification.
- (2) If an SAC decides a spin-off matter can stand on its own merit as an individual case, and wants it recorded and counted as a separate case, a new case should be opened and a new file number should be assigned. The case will then be counted as a new office of origin matter received on the MARs.
- (3) The title of the spin-off case should not be dual captioned with the original case. The communication indicating the origination of a spin-off investigation should reveal in the body of the communication that the matter is a spin-off of another case, and should identify the title of the original case. Care should also be taken to ensure that the proper investigative character/violation code is assigned to the spin-off matter.
- (4) Copies of spin-off case serials that are to be filed in the original case file (or vice versa), should be so indicated in the copy count section.



(5) Deleted

### **3-4.11 Control Files (See MAOP, Part 2, 2-4.1.5; Legal Attache Manual, 6-17.4 (3).)**

(1) Control files are separate files established for the purpose of administering specific phases of an investigative matter or program. The institution of a control file in an investigative matter or program is left to the discretion of the individual with the administrative responsibility for the particular investigative matter or program or by SAC authorization. A control file is an administrative tool for managing a particular investigative matter or program. For this reason, control files are not created in each and every investigative matter or program. Control files are not to be counted on the Monthly Administrative Report (MAR).

(2) Leads on occasion may be assigned out of control files. In circumstances where neither an investigation nor an inquiry is warranted, the FBI may ascertain the general scope and nature of criminal activity in a particular location or sector of the economy. Activity in these control files must be reviewed periodically. Leads out of control files are counted on the Lead MAR.

(3) In order to facilitate a periodic review, a "CASE TYPE REPORT" has been made available to all offices. It lists all control files and lead activity for each file for the most recent quarter. This report has been created for use by field office management. It provides a monitoring capability to ensure that lead activity within control files is acceptable and within the Attorney General and other FBI investigative guidelines. Control files are captured in the Automated Case Support (ACS) system by entering a "C" in the "CASE TYPE" field when opening or reopening a case. This report may be accessed through the "CASE REPORTS MENU" out of the "REPORTS MENU" of the Investigative Case Management (ICM) application, ACS. The Administrative Officer/Office Services Manager is required to produce this report on a quarterly basis and provide this report to the SAC for SAC's management review. In order to avoid impacting the response time during normal working hours, the request for this report should be scheduled after 6 p.m. and before 6 a.m. near the 15th of the month following the end of each quarter.

(4) When referring to the file number of a control file in communications, the file number must include the letter "C" as part of the case number to indicate the file is a control file. The letter "C" is considered part of the file number and must be used on all communications concerning control files. (Example: 105A-CE- C0012345)

### **3-5 STATISTICAL ACCOMPLISHMENTS (See MIOG, Part I, 192-11.1.)**

#### **3-5.1 Submission (See MIOG, Part 1, 91-28 & 252-14.)**

(1) Statistical accomplishments are to be reported on the "Accomplishment Report," form number FD-515. All statistical accomplishments must be reasonable and justifiable. The case file MUST contain adequate support for the accomplishment being claimed. A brief narrative explanation is required for all recoveries over \$1,000,000, Potential Economic Loss Prevented (PELPs) over \$5,000,000, disruptions, dismantlements, and drug seizures. The explanation must be entered in the Integrated Statistical Reporting and Analysis Application (ISRAA) narrative screen. (See MAOP, Part 2, 3-5.2.6 (2)(f) and (4)(h) and 3-5.2.11 (3)(c).) The original FD-515 is required to be

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serialized and retained in the case file within the office of origin. A duplicate copy should be retained in the control file within the field office claiming the accomplishment for auditing purposes. (See MAOP, Part 2, 3-5.2 (4).)

(2) The accomplishments described on the FD-515 should be reported and loaded in the ISRAA within 30 days from the date of occurrence. Convictions should be reported at the time the subject enters a guilty plea or is found guilty by a jury.

(a) Deleted

(b) Deleted

(c) Deleted

(3) A conviction can be credited by the office of origin to other field offices under the category of "substantial investigative assistance by FO(s)" only with the approval of the substantive desk at FBIHQ.

(4) Deleted

(5) Deleted

(6) Deleted

(7) Deleted

(8) The SAC will annually conduct an audit to determine the degree of accuracy, timeliness, and completeness of information that is being captured in the ISRAA System. The SAC will take appropriate action to remedy any deficiencies identified.

**3-5.2 Preparation of the Accomplishment Report (FD-515) (See MIOG, Part 1, 252-14.)**

(1) One copy of the FD-515 should be prepared by the Agent claiming the accomplishment. The date the FD-515 was prepared should be indicated on the "Date Prepared" line, located on the upper right-hand corner of the FD-515. The FD-515 should be written clearly (the FD-515 does NOT require typing). Upon completion of the FD-515, it should be forwarded to the squad supervisor for approval. Upon approval, the FD-515 can be routed to:

(a) the Information Management Assistant (IMA) for serialization and, if needed, indexed and then forwarded to the appropriate person for data entry into ISRAA; or

(b) the appropriate person responsible for its data entry into the ISRAA accomplishment application and then forwarded to the IMA for serialization.

(2) It is NOT mandatory that the FD-515 be serialized before it is entered into ISRAA. Serialization of the FD-515 was made available to allow data entry personnel to enter the serial number, which would then be printed on the Accomplishment Report form and be used for cross-referencing purposes.

(3) After the accomplishment has been entered into ISRAA, the date when it was loaded and the initials of the individual that loaded the data should be indicated on the upper right-hand corner of the FD-515. A printed copy should be generated from ISRAA and attached to the FD-515 prepared by the Agent. A printed copy will:

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- (a) ensure that the FD-515 has been loaded;
- (b) ensure that the FD-515 has been loaded correctly;
- (c) ensure that quality data is entered into ISRAA; and
- (d) enable the field office to audit the FD-515 with the printed copy for validity.

(4) Both the FD-515 prepared by the Agent and the printed copy, should be placed in the case file within the office of origin (OO). A duplicate copy of both should be retained in the control file within the field office claiming the accomplishment for auditing purposes. It is at the field office's discretion whether a copy is placed in the Agent's personnel folder, etc. (See MAOP, Part 2, 3- 5.1 (1).)

(5) In the event the OO is claiming an accomplishment and has credited a lead office with providing substantial investigative assistance, a copy of the FD-515 can be forwarded to the lead office for information. In the event the lead office is claiming an accomplishment and has credited another lead office with providing substantial investigative assistance, a copy of the FD-515 can be forwarded to the lead office for information and the original must be forwarded to the OO. Each field office has the capability to review accomplishments claimed by the lead offices by using the #25 function, "Browse All for OO Cases," within the Accomplishment Application in ISRAA.

(6) If the subject indicted or convicted is involved with an LCN, Asian Organized Crime, Italian Organized Crime, Russian/Eastern European, Caribbean or Nigerian Organized Crime Group, an additional form entitled "Supplemental Page to the Accomplishment Report (FD-515)" (FD-515a, Side 1) must be completed. The completion of Sections A-E on the FD-515a, Side 1, is mandatory, Sections F-H as appropriate. A separate FD-515a is required for each subject indicted and/or convicted. (See MAOP, Part 2, 3-5.2.4 (1) and 3-5.2.17.)

(a) Deleted

(b) Deleted

(c) Deleted

(7) If the subject indicted or convicted is involved with an OC/Drug Organization, a VCMO Program National Gang Strategy target group, or a VCMO Program National Priority Initiative target group, an additional form entitled "Supplemental Page to the Accomplishment Report (FD-515)" (FD-515a, Side 1) must be completed. Sections A-C (Name of subject, field office, field office file number and role of subject, i.e., leadership, member, associate and other) on the FD-515a, Side 1, only should be completed. A separate FD-515a is required for each subject indicted and/or convicted. (See MAOP, Part 2, 3-5.2.4 (1) and 3-5.2.17.)

(a) Deleted

(b) Deleted

(c) Deleted

(d) Deleted

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**3-5.2.1 Required Information**

(1) Required information on the top portion of the form is listed below:

(a) **FILE NUMBER** - The file number must be valid within the Automated Case Support (ACS) - Investigative Case Management (ICM) System.

(b) **STAT AGENT SOCIAL SECURITY NUMBER (SSN)** - The SSN must be valid within the Bureau Personnel Management System (BPMS) for that particular field office. In those situations where a statistical accomplishment is being claimed by an FBI-led task force participant who is not an FBI employee, 999-99-9999 should be listed. The BPMS should reflect 999-99-9999 as "Task Force Member." The arresting officer's name and agency should be included on the copy of the FD-515 that is maintained in the field office file.

(c) **STAT AGENT NAME** - The name of the Agent claiming the statistical accomplishment must be included. This will allow the squad supervisor to more easily identify the Agent claiming the accomplishment.

(d) **RESIDENT AGENCY ALPHA ABBREVIATION AND SQUAD NUMBER** - The RA alpha code and squad number in which the stat Agent is assigned should be indicated in the appropriate blocks. The RA/Squad code will be verified using the internal table maintained for ISRAA-Government Organization. However, if an Agent is assigned to Squad 7, but works temporarily on a case with another squad, i.e., Squad 8 and obtains an arrest, the squad number can be indicated as an 8 for that particular accomplishment.

(e) **SQUAD SUPERVISOR APPROVAL** - All FD-515s must be approved at the squad supervisor level. The squad supervisor must initial in the block provided before the accomplishment is entered in ISRAA.

(2) If available, the following should be included on the FD-515:

(a) **TASK FORCE** - If the accomplishment being claimed is the result of a task force, the task force should be indicated. This task force will be validated against a task force table maintained at each field office. The task force should not be included in the task force table until it is approved by a squad supervisor within that particular field office.

(b) **ASSISTING JOINT AGENCIES** - If the accomplishment being reported is the result of a joint investigation with the Drug Enforcement Administration (DEA) or with another federal, state or local law enforcement agency, the identity of this agency should be entered in the block provided. See the reverse side of the FD-515 for valid codes. Up to 10 assisting joint agencies can be indicated for a particular accomplishment. Additional joint agencies may be included by attaching a plain sheet of paper or another FD-515 for additional entries.

(c) **ACCOMPLISHMENT INVOLVEMENT** - "Does accomplishment involve, e.g., bankruptcy fraud, computer fraud/abuse." If drugs, bankruptcy fraud, computer fraud/abuse, etc., was observed during the course of the investigation and is subsequently charged, the appropriate blocks should be checked. However, if money laundering was involved during the course of the investigation, the money laundering block should be checked regardless of whether it is subsequently charged. (See MIOG, Part 1, 272-16.) If another field office provided substantial investigative assistance to this

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investigation, e.g., electronic surveillance, evidence purchases, undercover operations, etc., the box for "Sub Invest Asst by FO(s)" should be checked.

(d) ASSISTING FIELD OFFICE - If another field office provided substantial investigative assistance for the accomplishment being claimed, the field office(s) two-letter abbreviation (i.e., BA for Baltimore) should be indicated on the lines marked "A, B, C, D." Four field offices can be credited as an assisting field office for a given accomplishment. For further instructions see MAOP, Part 2, 3-5.2.3(1).

(e) ASSISTING AGENTS SOCIAL SECURITY NUMBER (SSN) - If the accomplishment being reported is the result of assistance from another Agent(s) within the field office, the SSN(s) of the assisting Agent(s) should be indicated. Up to 12 assisting Agents' SSNs can be claimed for a particular accomplishment. The additional SSNs can be added by attaching another form or a plain sheet of paper for additional entries. The SSNs will be verified against the BPMS within that particular field office. Therefore, if an Agent from another field office assisted in the accomplishment, the Agent's name can be included in the narrative. A printed copy of the FD-515 may be forwarded to that particular Agent for placement in his/her personnel file.

(f) ASSISTING AGENT(S) NAME(S) - The name(s) of the assisting Agent(s) must be included. This will allow the squad supervisor to more easily identify the Agent(s) that assisted in the accomplishment.

(g) SERIAL NUMBER OF THE FD-515 - The serial number of the FD-515 can be indicated in the block provided at the lower right-hand corner of the FD-515. It is NOT mandatory for the FD-515 to be serialized before it is entered into ISRAA. ISRAA will allow the operator to enter the serial number, which will be printed on the accomplishment form and be used for cross-referencing purposes.

### **3-5.2.2 Types of Accomplishments**

(1) There are basically 24 types of accomplishments. The types of accomplishments are listed below:

- (a) Complaint/Information/Indictment
- (b) Arrest/Locate/Summons
- (c) Hostage(s) Released/Child Located
- (d) Recovery/Restitution/Potential Economic Loss Prevented (PELP)
- (e) Civil/RICO Matters
- (f) Other Civil Matters
- (g) Administrative Sanctions
- (h) Final Judicial Process, i.e., Conviction/Sentence/Acquittal/Dismissal/Pretrial Diversion
- (i) Disruption/Dismantlement
- (j) Asset Seizure/Asset Forfeiture

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(k) Drug Seizures

(2) Each of the above accomplishments types will be discussed in detail in the following sections.

(3) As stated above, the accomplishment should be reported and loaded into ISRAA within 30 days from the date it occurred. If the accomplishment does not meet the 30-day requirement, an explanation for the delay can be recorded on the narrative screen provided in ISRAA.

(4) Because ISRAA is subject driven, only one subject can be claimed on an FD-515. However, accomplishments can be reported singularly or in multiples for the same subject. For example, a complaint can be reported by itself. If the arrest is made shortly after obtaining the complaint, the complaint and the arrest can be reported on the same FD-515. Multiple accomplishments with different dates can be entered on the same FD-515 as long as:

(a) it does not jeopardize the 30-day reporting requirement,

(b) the accomplishment dates are identified by each specific accomplishment, and

(c) the top portion of the FD-515 (joint agencies, Investigative Assistance or Technique block, and assisting Agent's SSN) relates to ALL accomplishments being claimed.

(5) Separate FD-515s must be prepared if the Titles, Sections and Counts DIFFER when claiming a complaint, information, indictment, arrest and/or conviction.

(6) When an accomplishment has been reported once, that accomplishment should never be reported a second time. The only time an accomplishment can be submitted a second time is if a modification is necessary (see 3-5.3).

**3-5.2.3 Investigative Assistance or Techniques Used**

(1) A section of the FD-515 has been included to help evaluate the effectiveness of certain investigative assistance and techniques. If any of the 42 types of assistance or techniques listed in the upper right-hand block of the FD-515 were used in connection with the accomplishment being claimed, the case Agent will rate each one used on a scale of 1 to 4 as follows:

1 = Used, but did not help 2 = Helped, but only minimally 3 = Helped substantially 4 = Absolutely essential

When credit is being given to other field office(s) for substantial investigative assistance, the field office(s) should be identified by their two-letter abbreviation in the box for "Assisting FO(s)," and listed on lines marked "A, B, C, and D." (See MAOP, Part 2, 3-5.2.1 (2)(d).) Identify the type of "Substantial Investigative Assistance" provided by each of the identified field offices by inserting the A, B, C, etc., for the corresponding field office next to the type of assistance provided. Types of Investigative Assistance or Techniques used which have the "FO(s)" box shaded CANNOT be claimed for Substantial Investigative Assistance provided.

(2) The rating value, as determined by the case Agent, should be entered in the appropriate block. It is possible that more than one special assistance or technique contributed to the accomplishment, and in these situations, each used should be rated. It is also possible that the same assistance or technique contributed to more than one accomplishment in the same case. In these situations, the assistance or technique should be rated each time an accomplishment is claimed. For example:

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- (a) Based on information received from an informant it was possible to obtain a complaint. The "Informant/Cooperative Witness Information" block should be rated on the FD-515 reporting the complaint accomplishment.
  - (b) Since the informant/cooperative witness information was the basis for the complaint, the "Informant/Cooperative Witness Information" block should also be rated when the arrest is reported (assuming the arrest is reported on a different FD-515 than the complaint).
  - (c) If the informant/cooperative witness information is instrumental in the indictment and subsequent conviction, the "Informant/Cooperative Witness Information" block should be rated when reporting each of these accomplishments.
- (3) The investigative assistance or techniques appearing on the FD-515 are discussed below:
- (a) Financial Analyst - This block should contain a rating if accounting technicians/financial analysts were used in the case and their work related to the accomplishment being claimed.
  - (b) Aircraft Assistance - This block should contain a rating if aircraft were used in connection with the accomplishment being claimed. This would include aircraft visual surveillance, photographic surveillance, ELSUR assistance, transportation of Agents, technicians, equipment, evidence, communications relay work, etc.
  - (c) Computer Assistance - This block should contain a rating if a computer assisted in the accomplishment being claimed. Computer assistance would include any work performed by the FBI's computer center (special sorts, comparisons, computations, lists, etc.), assistance from FBI computer experts, information from FBI data banks (NCIC, CLEA, etc.), or information obtained from any state or local computer system.
  - (d) Consensual Monitoring - This block should contain a rating if any form of consensual monitoring was used in connection with the accomplishment being claimed. This would include consensually listening on a telephone extension as well as body recorders.
  - (e) ELSUR - FISC - This block should contain a rating if an ELSUR authorized by the Foreign Intelligence Surveillance Court (FISC) produced the information that contributed to the accomplishment being claimed.
  - (f) ELSUR - Title III - This block should contain a rating if information received from a court-ordered Title III ELSUR relates to the accomplishment being claimed.
  - (g) Eng. Field Support - This block should contain a rating if the Operational Technology Division provided field support and such support contributed to the accomplishment being claimed.
  - (h) Eng. Tape Exams - This block should be rated if the Operational Technology Division provided assistance in the form of forensic examination of recorded evidence, such as audio enhancement of magnetic recordings.
  - (i) Legats Assistance - This block should contain a rating if Legat(s) assistance contributed to the accomplishment being claimed.
  - (j) Evidence Purchase - This block should contain a rating and/or field office identifier if purchases of evidence, e.g., drugs, stocks and bonds, etc., contributed to the accomplishment being claimed.

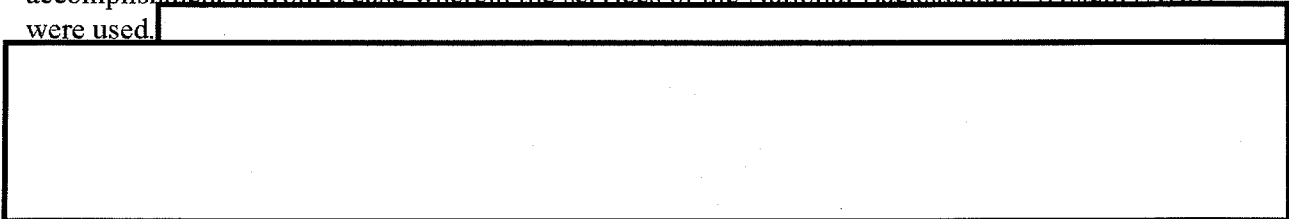
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- (k) Informant/Cooperative Witness Information - This block should contain a rating if information received from an informant/cooperative witness or an asset contributed to the accomplishment being claimed.
- (l) Lab Div Exams - This block should contain a rating if an examination conducted by the FBI Laboratory related to the accomplishment being claimed.
- (m) Lab Field Support - This block should contain a rating if the FBI Laboratory provided field support in the case and such support related to the accomplishment being claimed. This should include work performed by the Operational Support Section of the Laboratory.
- (n) Pen Registers - This block should contain a rating if information derived from a pen register relates to the accomplishment being claimed.
- (o) Photographic Coverage - This block should contain a rating if photographic coverage contributed to the accomplishment being claimed.
- (p) Polygraph Assistance - This block should contain a rating if a polygraph was used in connection with the accomplishment being claimed.
- (q) Search Warrants Executed - This block should contain a rating if a search warrant was executed and contributed to the accomplishment being claimed.
- (r) Show Money Usage - This block should contain a rating if the use of show money contributed to the accomplishment being claimed.
- (s) SOG Asst - This block should be rated each time a Special Operations Group (SOG) surveillance squad contributes, in any manner, to the accomplishment being claimed.
- (t) SWAT Team Action - This block should contain a rating if action taken by the SWAT team contributed to the accomplishment being claimed.
- (u) Tech. Agt. or Equip - This block should be rated if the field office's technical trained Agent or any technical equipment was used in connection with the accomplishment being claimed.
- (v) Phone Toll Records - This block should contain a rating if information derived from telephone toll records relates to the accomplishment being claimed.
- (w) UCO Group I - This block should be rated only if a Group I Undercover Operation (UCO) directly influenced the accomplishment being claimed.
- (x) UCO Group II - This block should be rated only if a Group II UCO directly influenced the accomplishment being claimed.
- (y) UCO-National Backstopping - This block should contain a rating when the resulting statistical accomplishment is from a case wherein the services of the National Backstopping System (NBS) were used.



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(z) NCAVC/VI-CAP - This block should be rated when the National Center for the Analysis of Violent Crime (NCAVC)/Violent Criminal Apprehension Program (VI-CAP) influenced the accomplishment being claimed. (See MIOG, Part 1, Section 252-14.)

(aa) Criminal/National Security Intelligence Assistance - This block should contain a rating when any statistical accomplishment was achieved with the assistance of: a JDIG/RDIS/CIS or other intelligence squad; the FBI/DEA United States Customs Special Division (SOD); El Paso Intelligence Center (EPIC); Financial Crime Enforcement Network (FinCEN); FBIHQ Intelligence Sections; National Drug Intelligence Center (NDIC); Defense Intelligence Agency (DIA)/Dominant Chronicle; investigations conducted within a Racketeering Enterprise Investigation (REI); any case support provided by an Intelligence Analyst and/or any referral or case support provided by an intelligence entity not previously listed.

(bb) Crisis Neg. - Fed. - This block should contain a rating for all situations where FBI crisis negotiators are deployed in cases where the Bureau has investigative jurisdiction. These incidents will include bank robberies, kidnappings, hijackings, barricaded fugitives, and other potential or actual hostage, barricade, suicide, and kidnap events.

(cc) Crisis Neg. - Local - This block should contain a rating for all other situations where FBI crisis negotiators are deployed in support of local, state, federal, or foreign agencies. Support included but is not limited to providing advice, consultations, equipment, strategy recommendations, and personality assessment.

(dd) ERT Assistance - This block should contain a rating if the Evidence Response Team (ERT) assistance was provided and contributed to the accomplishment being claimed.

(ee) Butte-ITC - This block should contain a rating for all instances where the Butte Information Technology Center (ITC) provided assistance relating to the accomplishment being claimed.

(ff) Savannah-ITC - This block should contain a rating for all instances where the Savannah ITC provided assistance relating to the accomplishment being claimed.

(gg) Pocatello-ITC - This block should contain a rating for all instances where the Pocatello ITC provided assistance relating to the accomplishment being claimed.

(hh) Ft. Monmouth-ITC - This block should contain a rating for all instances where the Ft. Monmouth ITC provided assistance relating to the accomplishment being claimed.

(ii) Foreign Language Assistance - This block should contain a rating if foreign language assistance was provided and contributed to the accomplishment being claimed.

(jj) Non-FBI Laboratory Examinations - This block should contain a rating if laboratory examinations outside the FBI were conducted and contributed to the accomplishment being claimed.

(kk) Victim-Witness Coordinator - This block should contain a rating for all instances when a Victim-Witness Coordinator assistance was provided and their work contributed to the accomplishment claimed.

(ll) IO-Wanted Flyers - This block should contain a rating for all instances when an Identification Order, Wanted Flyer or Circular Letter provided assistance and contributed to the accomplishment being claimed.

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- (mm) SARs - This block should contain a rating for all instances when a Suspicious Activity Report was executed and contributed to the accomplishment being claimed.
- (nn) CART - This block should contain a rating for all instances when the Computer Analysis Response Team assistance was provided and their work contributed to the accomplishment claimed.
- (oo) Asset Forf Prog - This block should contain a rating for all instances when the Asset Forfeiture Program provided assistance and their work contributed to the accomplishment claimed.
- (pp) Forf Support Proj - This block should contain a rating for all instances when the Forfeiture Support Project provided assistance and their work contributed to the accomplishment claimed.
- (qq) CXS/CTD - This block should contain a rating for all instances when the Communications Exploitation Section provided assistance and their work contributed to the accomplishment claimed.
- (rr) OCDETF Fusion Center (OFC/CID) - This block should contain a rating if OCDETF Fusion Center criminal intelligence products contributed to the accomplishment claimed.
- (ss) InfraGard - This block should contain a rating if information received from an InfraGard member contributed to the accomplishment being claimed.

**3-5.2.4 Complaint/Information/Indictment (Block A)**

- (1) One of the three blocks must be checked to identify if the complaint/information/indictment claimed was Federal, Local or International. The date of the complaint/information/indictment should be entered on the line by the appropriate accomplishment. If the complaint is a Civil/Rico complaint, the block must be checked. The subject's name and identifying data must be entered in block N. If the subject is involved with an LCN, Asian Organized Crime, Italian Organized Crime, Russian/Eastern European, Caribbean, or Nigerian Organized Crime Group when claiming an indictment, a check must be indicated in block N. If the subject is involved with an OC/Drug Organization, a VCMO Program National Gang Strategy target group or a VCMO Program National Priority Initiative target group, a check must be indicated in block N. If either one of the blocks are checked, an FD-515a, Side 1 must be completed and attached to the FD-515. (See also MAOP, Part 2, 3-5.2 (6) and (7).) The U.S. Code Title, Section, and number of counts MUST be entered in block G for all federal complaints, informations, and/or indictments. (See 3-5.2.9 (1)(a).)
- (2) If an indictment is returned or a complaint or information is filed as a result of a subsequent or unrelated investigation of the same subject, then a separate and new statistical accomplishment can be claimed for the subject.
- (3) Statistics on "No Bills" are not to be reported.
- (4) Deleted
- (5) A superseding indictment should not be claimed on a subject that was previously indicted, unless the prior indictment claimed was dismissed.
- (6) Multiple accomplishments (i.e., an information and an indictment) can be claimed on the same form as long as the U.S. Code violations are the same. If the violations differ, separate FD-515s must be prepared for each accomplishment.

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**3-5.2.5 Locate/Arrest (Block B)**

(1) When claiming a locate or an arrest, the block must be checked indicating if the accomplishment was federal, local, or international. See (2), (3), and (4) below for claiming federal/local/international arrest. The subject priority for an arrest/locate should also be checked. Each priority is classified into three categories or priorities - A, B, or C as explained in (a), (b), and (c). The date of the locate/arrest should be entered on the line provided by the appropriate accomplishment.

(a) Priority A is for subjects wanted for crimes of violence against the person (i.e., murder, manslaughter, forcible rape, robbery, and aggravated assault), or convicted of such crimes in the past five years.

(b) Priority B is for subjects wanted for crimes involving the loss or destruction of property valued in excess of \$25,000 or convicted of such crimes in the past five years.

(c) Priority C is for all other subjects.

(2) **FEDERAL ARREST** - The federal arrest block should be checked when a subject, regardless of fugitive status, is arrested in a BUREAU or NON-BUREAU case by FBI Agents either acting alone or in conjunction with other law enforcement officers. The subject's name and identifying data must be entered in block N. No arrest credit is allowed if a subject of a Bureau case is arrested by another law enforcement agency without any assistance from the FBI. In those situations where no FBI Special Agents are present and the subject of an FBI investigation is arrested by non-FBI personnel who are members of an FBI-led task force, the arrest should be claimed as a federal arrest.

(3) **LOCAL ARRESTS** - The local arrest block should be checked when a subject of a non-Bureau case is arrested without the participation of FBI Agents IF THE FBI SIGNIFICANTLY CONTRIBUTED to the probable cause supporting the arrest warrant. If there is no open case file pertaining to the subject of the local arrest, the accomplishment should be reported to the zero file of the most appropriate classification. An explanation of the circumstances can accompany the FD-515 and be entered in the ISRAA narrative screen; however, supporting documentation must be included in the case file. The subject's name and identifying data must be entered in block N.

(4) **INTERNATIONAL ARRESTS** - The international block should be checked when a subject of a Bureau or non-Bureau case is arrested without the participation of FBI Agents; however, the FBI must have "significantly contributed" to the probable cause supporting the arrest warrant. The subject's name and identifying data must be entered in block N. A brief explanation of the circumstance can accompany the FD-515 and be entered in the ISRAA narrative screen; however, supporting documentation must be included in the case file. An international arrest can also be claimed wherein FBI Agents participated in the arrest on foreign soil. In all circumstances, supporting documentation must be included in the case file.

(5) **SUBJECT RESISTED** - This block should be checked if the arrested subject physically resisted at the time of the arrest. It is when the Agent has to use MORE THAN NORMAL physical effort when making the apprehension that the subject should be considered as physically resisting arrest.

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(6) SUBJECT WAS ARMED - This block should be checked if the arrested subject was armed with any type of firearm or knife that the Agent would consider to be a dangerous weapon. Other instruments such as an ice pick, a screwdriver, a lead pipe, etc., should also be considered dangerous weapons if the subject would not normally carry the item in his or her legitimate trade or business.

(7) LOCATE - FEDERAL, LOCAL, INTERNATIONAL

(a) An accomplishment should be recorded in this category when the FBI obtains information concerning the EXACT location of a NON-BUREAU FUGITIVE and as a result of this information the fugitive is arrested by another federal, state/local or international law enforcement agency. The subject's name and identifying data must be entered in block N. A full explanation of the circumstances can accompany the FD-515.

(b) An accomplishment should be recorded when a Bureau fugitive is arrested by another law enforcement agency when the arrest was based on information received from the National Crime Information Center (NCIC) or from the FBI's Criminal Justice Information Services Division. In these situations, the field office that covers the area where the subject was apprehended should report the locate since that office would normally be responsible for interviewing and processing the subject. The subject's name and identifying data must be entered in block N. A full explanation on how arrestee was identified as a Bureau fugitive can accompany the FD-515.

(c) An accomplishment should be recorded in this category if, as a direct result of FBI investigation, a Bureau fugitive surrenders to another federal, state/local or international law enforcement agency. The subject's name and identifying data must be entered in block N. A full explanation of the circumstances can accompany the FD-515 and be entered in the ISRAA narrative screen.

(8) SUMMONS - (Block C)

(a) FEDERAL SUMMONS - This block should be checked when an FBI subject appears in response to a summons issued by a federal court. The date of the summons should be entered on the line provided. The subject's name and identifying data must be entered in block N.

(b) LOCAL SUMMONS - This block should be checked for local summons (i.e., state or local criminal summons) if the FBI significantly contributed to the probable cause supporting the issuance of the summons. If there is no open case file pertaining to the subject of the summons, the accomplishment should be reported to the zero file of the most appropriate classification. A full explanation of the circumstances should be included in the case file. The date of the local summons should be entered on the line provided. The subject's name and identifying data must be entered in block N.

**3-5.2.6 Recovery/Restitution/Potential Economic Loss Prevented (Block D)  
(Formerly 3-5.2.7)**

(1) PROPERTY TYPE - A list of 11 different property categories for recoveries appears on the reverse side of the FD-515. The stat Agent is required to classify the item, or items, recovered as one of the following property types. Two blocks have been provided for multiple item recoveries (e.g., the recovery of a truck loaded with television sets--the value of the truck would be coded to property type 4, and the value of the televisions to type 3). If there are more than two categories of

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items recovered, an additional FD-515 or a plain sheet of paper can be attached for the third and subsequent categories.

(a) Cash (Property Type 1) - All U.S. or foreign currency or coin recovered should be classified as property type 1. Food stamps and military script recovered should also be included in this category. Rare currency or coin collections should be considered as property type 9 (Art, Antiques or Rare Collections).

(b) Stocks, Bonds or Negotiable Instruments (Property Type 2) - All stocks, bonds or negotiable instruments should be classified as property type 2. These items must have a face, par, stated or market value. Negotiable instruments would include checks, travelers' checks, money orders, letters of credit, bills of lading, certificates of deposit, promissory notes, drafts, etc.

(c) General Retail Merchandise (Property Type 3) - This is a broad category which encompasses any item, for which there is no other specific category, that has a retail value and is to be sold to the general public. A few examples of general retail merchandise would be clothing, food, liquor, cigarettes, television sets, refrigerators, washing machines, radios, china, general purpose tools, small appliances, furniture (see property type 9 for antiques), rugs and carpets, general purpose auto parts (e.g., tires, spark plugs, etc.), hardware items, lawn mowers, bicycles, sporting goods, general household items (e.g., vacuum cleaners, clocks, etc.), general purpose farm equipment and products, general purpose office equipment (e.g., typewriters, calculators, etc.), pharmaceuticals, etc.

(d) Vehicles (Property Type 4) - Any vehicle recovery should be recorded as property type 4. Vehicles would include automobiles, trucks, tractors and trailers, campers, motorcycles, mopeds, road building vehicles, farm vehicles, military vehicles, aircraft, boats, etc.

(e) Heavy Machinery or Equipment (Property Type 5) - The value of any heavy machinery or equipment recovered should be coded as property type 5. A few examples of heavy machinery or equipment might be large electric or diesel motors, generators, compressors, electronic and avionics equipment, heating and air conditioning equipment, boilers, construction machinery and equipment, farm machinery and equipment, heavy office machinery (e.g., large scale computers, large scale photocopying equipment, etc.), heavy medical machinery or equipment.

(f) Aircraft (Property Type 6) - Any aircraft recovered should be coded as property type 6. Aircraft should include any structure or machine designed to travel through the air; airplane, airship, helicopter, jet, etc.

(g) Jewelry (Property Type 7) - All jewelry recovered should be coded as property type 7. In addition to the normal items of jewelry, unset precious and semiprecious stones should be included in this category.

(h) Vessels (Property Type 8) - The recovery of any vessel should be coded as property type 8. Vessels should include small boats, yachts, ships, etc.

(i) Art, Antiques or Rare Collections (Property Type 9) - Recoveries of works of art, antiques or rare collections should be coded as property type 9. Art work would include any item that has value because of its artistic qualities. Antiques would include items that derive their value primarily from

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their age and scarcity. Rare collections would include coin and currency collections, stamp collections, gun collections and the like.

(j) Real Property (Property Type 11) - The recovery of real property should be coded as property type 11. Real property as distinguished from personal property should include land and whatever is erected, growing on, or affixed to land.

(k) All Other Recoveries (Property Type 20) - Property type 20 should be used for the recovery of all items that cannot be classified in property types 1 through 11 as explained above.

(2) FEDERAL/LOCAL/INTERNATIONAL RECOVERIES

(a) Federal Recoveries - General - When stolen or illegally possessed items with intrinsic value are recovered by Agents, the "Federal" block should be checked, the date of the recovery should be indicated, the appropriate property type codes should be classified as explained in the previous section and the value of the items should be recorded in the amount blocks. A succinct statement setting forth the basis for claiming the recovery can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

(b) Joint Investigation Recoveries - When items are recovered during joint investigations with another law enforcement agency, the recovery can be claimed if (1) an FBI Agent actually takes part in the recovery, AND (2) the FBI has an investigative interest in the matter--meaning a case concerning the matter has been (or will be) opened.

(c) Local Recoveries - In those instances when recoveries are made exclusively by local law enforcement (state, county, or city), the recovery may be claimed by the FBI as a "Local" recovery when information which led to the recovery was developed, in its entirety, from an FBI investigation and/or source/informant information. The date of the recovery should be indicated, the "Local" block should be checked, and the appropriate property type code with the value of the item should be recorded in the blocks provided. A succinct statement setting forth the basis for claiming a local recovery can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

(d) International Recoveries - In those instances when recoveries are made exclusively by international law enforcement, the recovery may be claimed by the FBI as an "International" recovery when information which led to the recovery was developed, in its entirety, from an FBI investigation and/or source/informant information. The "International" block should be checked, the date of the recovery should be indicated, and the appropriate property type code with the value of the item should be recorded in the block(s) provided. A succinct statement setting forth the basis for claiming an international recovery may accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

(e) Value of Items Recovered - An explanation of the valuation of the items recovered can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

1. Actual Value - New items just purchased and the value can be substantiated from price tags, invoices, or receipts. Items stolen from a merchant should be the cost of the item to the merchant (wholesale cost--not retail).

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2. Fair Market Value - All depreciable or fluctuating items should be valued at their fair market value when the fair market value is readily obtainable. Sources of fair market might be the stock market quotation from the daily newspaper, from used car "blue" or "red" books, from dealers in comparable items, etc.

3. Deleted

(f) Property Valued at \$1,000,000 or more - A concise explanation on plain paper should accompany the FD-515. An explanatory electronic communication IS NOT required. The explanation should include the circumstance of the recovery and the basis used for valuation. The explanation must be entered in the ISRAA narrative screen. All values of \$1,000,000 or more will be evaluated and approved by the appropriate substantive division at FBIHQ. The FBIHQ program manager must ensure that the recovery claim is uniform in basis, fully justifiable and supportable. FBIHQ will approve/disapprove the recoveries by indicating an "A" for approval or "D" for disapproval in ISRAA. (See MAOP, Part 2, 3-5.1 (1).)

(g) Seized property should be recorded on the FD-515, as well as on the "Record of Seized Property" Form FD-635.

(3) RESTITUTION - FEDERAL/LOCAL/INTERNATIONAL - An accomplishment should be recorded in this category for each instance wherein restitution is imposed by the court at the time of sentencing of a subject. The subject's name and identifying data must be entered in block N. The "Federal," "Local," or "International" block should be checked; the date of the restitution should be entered; and the block checked distinguishing if the restitution was court ordered or a pretrial diversion agreement. All restitutions should be recorded as property type code 1 (cash) unless the sentence specifically states otherwise. No claim is allowed in this category reflecting indemnifications by a subject to a victim that has NOT been court ordered. Such claims may be considered as recoveries if it can be shown that such was made as a direct result of the investigation. An explanation can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file.

(4) POTENTIAL ECONOMIC LOSS PREVENTED (PELP) - FEDERAL, LOCAL, OR INTERNATIONAL - The "Federal," "Local," or "International" block should be checked, the date of the PELP, the appropriate PELP code and the amount of the loss prevented should be indicated in the block. If there are more than one PELP-type categories to be claimed, an additional FD-515 or a plain sheet of paper can be attached for the second and subsequent categories. Seven different PELP-type codes appear on the reverse side of the FD-515. The case Agent is required to classify the loss prevented in one of the following categories:

(a) Counterfeit Stocks, Bonds, Currency or Negotiable Instruments (PELP Type 22) - The face value of recovered counterfeit stocks, bonds, currency or negotiable instruments should be recorded as a PELP. If a counterfeit stock or bond has no face value, or if a counterfeit negotiable instrument is recovered in blank, the PELP cannot be claimed.

(b) Counterfeit or Pirated Sound Recordings or Motion Pictures (PELP Type 23) - The recovery of counterfeit or pirated sound recordings or motion pictures should be classified as PELP type 23. The amount claimed should be the retail price established by the seller of the counterfeit tape.

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(c) Bank Theft Scheme Aborted (PELP Type 24) - If a bank theft scheme is discovered and aborted prior to its fruition by actions of the FBI, and if the amount of the scheme is known, a PELP may be claimed as PELP type 24. If the amount of theft scheme is unknown, no PELP can be claimed.

(d) Ransom, Extortion or Bribe Demand Aborted (PELP Type 25) - The amount of ransom, extortion or bribe demand aborted prior to payment by actions of the FBI, can be claimed as a PELP and should be coded type 25. The amount of the PELP should be the amount of the demand.

(e) Theft From, or Fraud Against, Government Scheme Aborted (PELP Type 26) - Any theft from, or fraud against, the government scheme discovered and aborted by the FBI before the loss is actually realized, can be claimed as PELP type 26 if the amount of the potential loss is stated or is obvious.

(f) Commercial or Industrial Theft Scheme Aborted (PELP Type 27) - Any theft scheme against a commercial or industrial firm that is aborted by the FBI prior to its fruition should be claimed as a PELP type 27 only if the value of the loss is stated.

(g) All Other Potential Economic Loss Prevented (PELP Type 30) - Any PELP that cannot be classified in the above categories should be considered PELP type 30. These claims should be described briefly on a separate sheet of paper and attached to the FD-515. The value of these PELP claims should be reasonable and fully justifiable. The basis for the valuation of the claim should be clearly stated.

(h) All PELP accomplishments claimed should have supporting documentation included in the case file. PELP claims of \$5,000,000 or more WILL NOT require an electronic communication to FBIHQ; however, a statement justifying the amount claimed must be included in the narrative screen in ISRAA to explain the circumstances of the PELP and the value claimed. (See MAOP, Part 2, 3-5.1 (1).)

(i) PELP claims of \$5,000,000 and over will be evaluated and approved by the appropriate substantive division at FBIHQ. The FBIHQ program manager must ensure that the PELP claim is uniform in basis, fully justifiable and supportable. FBIHQ will approve/disapprove the PELP by indicating an "A" for approval or "D" for disapproval in ISRAA.

### **3-5.2.7 Hostage(s) Released or Child Located (Block E) (Formerly 3-5.2.6)**

(1) HOSTAGE(S) RELEASED BY TERRORISTS - This block should be checked when the FBI played a substantial role in the release effort. The date when the hostages were released and the number of hostages released who were being held by terrorists should be entered on the appropriate lines.

(2) HOSTAGE(S) RELEASED BY OTHER - This block should be checked when the FBI played a substantial role in the release effort. The date when the hostages were released and the number of hostages released in all situations other than terrorist should be entered on the appropriate lines.

(3) CHILD LOCATED - The date when a missing or kidnapped child was located by the FBI should be entered on the appropriate line. The child's name must be entered in block N.

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**3-5.2.8 Conviction - Federal/Local/International (Block F) (Formerly 3-5.2.11)**

(1) A conviction should be claimed at the time a subject enters a guilty plea or is found guilty by a jury. The Federal, Local, or International block must be checked when claiming a conviction. (See (e) below.)

(a) Every subject of an FBI investigation convicted in court should be reported in the space provided in block F. Only one conviction statistic should be reported when the conviction involves a single indictment, regardless of the number of counts. However, if a subject is charged and convicted as a result of a subsequent or unrelated investigation, a conviction statistic can be claimed for each. An explanation can be included with each FD-515 and be entered in the ISRAA narrative screen when claiming two or more convictions on the same subject.

Only one conviction statistic should be claimed for a single subject who has been charged and convicted in multiple offenses, in the course of the investigation, even though the United States Attorney's Office (USAO) might have filed separate and distinct indictments for each of these same offenses. (For example, if a single subject is charged and convicted for ten bank robberies, then one (ten-count) indictment statistic and one conviction statistic can be claimed for this subject even if the USAO has filed ten separate indictments for each of the ten counts of bank robbery.)

(b) Convictions will be credited to the field offices where the indictment was obtained. In cases involving Rule 20 of the Federal Rules of Criminal Procedure, it is normally the office of origin that obtains the indictment and that office (the office of origin) should report the conviction and not the office where the subject enters the plea. However, when reporting Rule 20 convictions, the office of origin should enter the judicial district where the subject is pleading guilty on the Judicial District line.

(c) Deleted

(d) A conviction can be reported on a business or corporation. The description code of 8B should be indicated as the "subject description code." At the time of the sentencing, the sentencing date and the letters "NS" should be indicated on the sentence type line, which will allow the data entry personnel to by-pass the "In-jail" category. The fine/restitution should be included on the appropriate line.

(e) It is permissible to claim a "Local" (state, county or local) or "International" conviction if the FBI's investigation significantly contributed to the successful local/ international prosecution. The local or international block should be checked when claiming a local/international conviction. A succinct statement setting forth the basis for claiming a local/international conviction can accompany the FD-515 and be entered in the narrative screen in ISRAA; however, supporting documentation must be included in the case file. The procedures for claiming local/international convictions will be the same as the procedures for claiming federal convictions except where so noted. The state abbreviation where the local conviction occurred should be entered on the Judicial State line. The state and district for international convictions should be left blank. (See MIOG, Part 1, 91-28.)

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(2) REPORTING CONVICTIONS ON MULTIPLE SUBJECTS - The FD-515 is designed to accommodate one conviction per subject. If there are convictions on multiple subjects on the same case, a separate FD-515 must be prepared on EACH subject.

(3) CONVICTION DATE - The date of the conviction should be entered on the conviction date line.

(4) SUBJECT'S DESCRIPTION CODE - The subject's description code should be entered only when reporting a conviction. The eight general description codes are shown on the reverse side of the FD-515. The case Agent should select the most appropriate category which best describes the subject convicted and the corresponding code should be entered on the front of the FD-515. If a subject can be classified in more than one of the categories, the case Agent must select the most appropriate category in the circumstance.

For subject description codes of 6F, 6G, or 6H, the Agency code must be included to identify which federal law enforcement agency the FBI encountered in corruption investigations that result in a conviction.

(5) FELONY OR MISDEMEANOR - The felony or misdemeanor block must be checked when claiming a conviction. If a subject is convicted of both a felony and a misdemeanor, only the felony block should be checked.

(6) PLEA OR TRIAL - Depending on the individual circumstances, the plea or trial block must be checked.

(7) JUDICIAL STATE - The official two-letter U.S. Postal Service state abbreviation should be indicated on this line. If the state has no judicial district, the district space should be left blank.

(8) JUDICIAL DISTRICT - The identity of the judicial district is required when reporting a final judicial process. The district should be abbreviated as follows:

ND - Northern District SD - Southern District ED - Eastern District WD - Western District CD - Central District MD - Middle District -- - No District

**3-5.2.9 U.S. Code Violations - Title, Section, Counts, (Block G) (Formerly 3-5.2.12)**

(1) The title, section, and counts of the U.S. Code must be included for the following accomplishments: Federal complaints, informations, indictments, arrests, and convictions.

(a) Four blocks have been provided for the title, section, and counts of the U.S. Code violations. If the complaint, information, indictment, arrest, or conviction for the subject exceeds four different violations, the Agent must determine the four most relevant in the circumstance and report those in the blocks. Any additional violations can be included in the narrative. The main section number of the U.S. Code (and, whenever applicable, the subsection letter) should be indicated in the "Section" block. (See MAOP, Part 2, 3-5.2.4.)

(b) Local and International convictions - When a local or international conviction is claimed, the title, section, and count block should be LEFT BLANK.

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**3-5.2.10 Sentence (Block H) (Formerly 3-5.2.13)**

(1) The sentencing data for every subject convicted of an FBI investigation should be reported in the space provided in block H. The date of the sentence should be entered on the sentence date line.

**(2) SENTENCE TYPE**

(a) The seven sentence type codes are shown on the reverse side of the FD-515. The sentence type can be ignored if the sentence only involves Time in Jail, Time Suspended, and Probation because ISRAA will automatically put the appropriate codes in the sentence type if values are indicated in the appropriate sentence term blocks.

(b) Deleted

(c) If the subject receives an undetermined sentence under the Youth Correction Act, the letters "YC" should be entered on the sentence type line.

(d) If the subject is sentenced to 99 years including life in prison, the letters "LS" should be entered on the sentence type line. The 99 years should NOT be indicated in the in-jail term, but left blank.

(e) If the subject is sentenced to capital punishment, the letters "CP" should be entered on the sentence type line.

**(3) SENTENCE TERM - GENERAL**

(a) All CONSECUTIVE sentences are to be added together, and the total should be entered in the appropriate block.

(b) If the sentences are to run CONCURRENTLY with each other, the LONGEST SINGLE TERM IS TO BE RECORDED. Concurrent sentences should NOT be added together.

**(4) SENTENCE TERM - IN-JAIL**

(a) Federal, Local and International Cases - The number of years and months the subject is sentenced to jail should be entered in these blocks. For example, if the subject is convicted and sentenced to five years with four years suspended, the In-Jail term will be ONE year. The "Months" block should be limited to 11 months. So, if a subject is sentenced to 15 months, it should be recorded as 1 year and 3 months.

(b) If a subject is sentenced to "house arrest" the number of years/months should be entered in the In-Jail blocks.

(5) SENTENCE TERM - SUSPENDED - The portion of the sentence that has been suspended should be entered in these blocks. The block for "Months" should be limited to 11 months. Therefore, if the portion suspended is 19 months, the entry should be 1 year and 7 months.

(6) SENTENCE TERM - PROBATION - The probationary and/or supervised release period should be entered in these blocks. The 11-month limitation in the "Months" block also pertains to probations. Therefore, if a subject is placed on probation for 25 months, it should be reported as 2 years and 1 month.

(7) FINES - The total amount of all fines and/or special assessment should be entered on this line.

**3-5.2.11 Disruption/Dismantlement (Block I)**

(1) Disruption - The date of the disruption should be entered on the line provided by the appropriate accomplishment. A disruption occurs and is to be reported when an affirmative law enforcement action impedes the normal and effective operation of the targeted criminal enterprise, as indicated by changes in the organizational leadership and/or changes in the methods of operation, including, for example, financing, trafficking patterns, communications or drug production. A criminal enterprise may be disrupted numerous times as a result of an investigation; however, a criminal enterprise cannot be disrupted more than once on the same day. Each disruption should be tied to an investigative event(s). For example, if ten leaders of the criminal enterprise were convicted at the SAME TIME, and this event resulted in the disruption of the criminal enterprise, only ONE disruption can be claimed. Conversely, if ten criminal enterprise leaders were convicted separately over the COURSE OF MANY MONTHS and the criminal enterprise was disrupted by each conviction, ten disruptions would be claimed. Multiple events occurring over a period of time may result in a disruption due to their cumulative impact on the criminal enterprise.

(2) Dismantlement - The date of the dismantlement should be entered on the line provided by the appropriate accomplishment. A dismantlement occurs when the targeted criminal enterprise leadership, financial base, and supply network have been destroyed such that the organization is incapable of operating and/or reconstituting itself. By definition, a criminal enterprise can only be dismantled once. However, in the case of large criminal enterprises, a number of individual identifiable cells or subgroups may be present. Each of these cells or subgroups maintains and provides a distinct function supporting the entire criminal enterprise. If properly documented in the summary detail section, multiple dismantlement statistical accomplishments can be claimed. As a general rule, the dismantlement statistical accomplishment will be claimed only at the time of sentencing of the last subject in the criminal enterprise and/or the sentencing of the primary target of the criminal enterprise, identifiable cell, or subgroup.

(a) Arrests, seizures, asset forfeitures, etc., which disrupt or dismantle a criminal enterprise, but which were conducted by other federal, state, local, or foreign law enforcement agencies, at the request of the FBI or as a result of information provided by the FBI, may be reported as an accomplishment in Block I. For example, a field division which "walls off" a drug seizure or an arrest in order to protect the identity of an informant or to avoid disclosing a Title III, may report an accomplishment in Block I, if the event disrupted or dismantled the criminal enterprise. The cumulative effect of multiple third-party actions may also be claimed if they resulted in the eventual disruption or dismantlement of the criminal enterprise. If reporting the cumulative result of separate events, the field office records the date of the most recent event which, when combined with the other events, resulted in the disruption or dismantlement.

(3) When a disruption/dismantlement is claimed, completion of FD-515a, Side 2 "Disruption or Dismantlement of an organization, Supplemental Page to the Accomplishment Report (FD-515)" is mandatory.

(a) FD-515a, Side 2 - Section C - The specific name of the criminal enterprise disrupted or dismantled must be identified on the line provided in Section C. A criminal enterprise is defined as a group of individuals (two or more) with an identified hierarchy engaged in significant criminal activity. Criminal enterprises are characterized by their polycriminal nature (drug trafficking,

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money laundering, fraud, extortion, ponzie schemes, boiler room operations, etc.) and have extensive supporting networks. The criminal enterprise must be identified by the proper name (First/Middle/Last and alias) of the principal target and/or main subject of the organization, cell, or subgroup. The name of the organization must be consistent each time a disruption or dismantlement is statistically recorded. Variations in spelling or punctuation cause the name or title to appear as a separate organization within ISRAA. Operational case titles are not considered an acceptable means of identifying the organization.

(b) Section D describes the primary scope of the operations and influence of the criminal enterprise disrupted or dismantled. The scope of the criminal enterprise must be identified by checking one of the four blocks which are: International, National, Regional or Local.

1. Local: The targeted criminal enterprise operates within a specific city and/or community.
2. Regional: The targeted criminal enterprise operates within a specific region of the field office territory (multiple counties within more than one judicial district).
3. National: The targeted criminal enterprise operates in multiple field office territory regions.
4. International: The criminal enterprise has a confirmed connection to an organization operating outside of the continental United States which is involved in the criminal enterprise illegal activity.

(c) Section E - The ISRAA system limits each submission to 608 characters or less (including spaces). This means that the summary narrative is short and to the point. The narrative must contain sufficient predication for claiming the accomplishment from each of the outlined sections below. (See MAOP, Part 2, 3-5.1 (1).)

1. Type of Organization - Provide a succinct description of the type of criminal enterprise. Examples include: Consolidated Priority Target or linked to a Consolidated Priority Organization Target (CPOT), Regional Priority Target, Money Laundering Organization, Smuggling/Distribution Organization, Gang/Posse/Crew, Outlaw Motorcycle Group, Organized Crime Group, Narco-Terrorism, etc.
2. Law Enforcement Action Taken - Describe the type of significant law enforcement action that resulted in the statistical accomplishment. Examples include: execution of a search warrant, execution of a seizure warrant, arrests, complaints/information, indictments, and seizure of assets, property, drugs, etc.
3. Name of Subject(s) - Provide the complete name (First/Middle/Last) of the individual(s) on which the law enforcement action was taken. If adequate space is not available for all of these individuals, list those with the most important functional role within the organization.
4. Functional Role in the Organization - Provide details as to the role of each individual named in the narrative. Examples include: leader/organizer, manager/supervisor, supplier/distributor, broker, offloader, driver, smuggler, enforcer, corrupt official, corrupt public official, financial backer, money launderer, courier, boss, underboss, consigliere, lieutenant, capo, soldier, etc.
5. Related Criminal Activity - Identify the type(s) of criminal activity the organization is involved in. Examples could include: drug trafficking, alien smuggling, firearms/weapons violations, public

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corruption, violence/murder, bank robbery, major theft, money laundering - bulk cash smuggling (air/land/sea), etc.

6. Seizure of Assets/Property/Drugs - A disruption may be claimed when a seizure of the criminal enterprise's assets causes a disruption in the criminal enterprise's overall operation. Seizures could include: currency, monetary assets, real estate, personal property, drugs, business records, etc.

7. Significance of Event - Provide details describing the significance of the law enforcement action and how that event impacts the criminal enterprise. Examples include: modifications in daily operations of the criminal enterprise, smuggling methods, trafficking patterns, sources of supply, removal of all or most of its principal leadership, the elimination of its criminal enterprises and supporting networks, seizure of its assets, the criminal enterprise is no longer capable of reforming with its original ability to conduct criminal activity, etc.

(d) Disruptions and dismantlements will be evaluated and approved by the appropriate substantive division at FBIHQ. The FBIHQ program manager must ensure that the disruption or dismantlement claimed is fully justifiable and supportable. FBIHQ will approve/disapprove the disruption or dismantlement by indicating an "A" for approval or "D" for disapproval in ISRAA.

**3-5.2.12 Civil RICO Matters or Other Civil Matters (Block J) (Formerly 3-5.2.8)**

(1) In reporting Civil RICO accomplishments, a Civil RICO complaint must be claimed on the subject prior to completing this block.

(2) The date of the Civil RICO Matter or other Civil Matter should be entered in block J. The name and identifying data must be entered in block N.

(3) The judgment emanating from the Civil RICO complaint or the Civil Matter should be entered on the judgment line using the appropriate code from the reverse side of the FD-515. Report the above data for every defendant including defendant entities.

(4) One or more judicial outcomes resulting from the various court judgments should be entered on the judicial outcome line (see reverse side of the FD-515 for the appropriate judicial outcome codes). Up to five judicial outcomes can be claimed for a particular accomplishment. The additional judicial outcomes can be entered on an additional FD-515 or on a plain sheet of paper for entries.

(5) Fines and/or restitution, prefilings settlements or any other civil remedy should be entered on the appropriate line at imposition. The amount claimed should be entered in the appropriate space on the FD-515. When a fine, restitution or prefilings settlement is claimed, ensure that the judicial outcome code of either FI for fine, PS for prefilings settlement, or RN for restitution, is included as a judicial outcome.

(6) The amount of years/months suspended should be indicated in the appropriate block.

(7) When a Civil RICO Matter is claimed, the U.S. code violations must also be included in block G.

(8) A succinct narrative page describing the FBI's investigative efforts, which significantly contributed to the successful civil remedy, should be entered. The above justification narrative

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should be reviewed and approved by the appropriate substantive Supervisory Special Agent before the civil remedy is recorded in the Integrated Statistical Reporting and Analysis Application (ISRAA).

### **3-5.2.13 Administrative Sanctions (Block K) (Formerly 3-5.2.10)**

#### **(1) Administrative Sanctions - General**

(a) Every subject, individual or corporation in an FBI investigation which involves a suspension, debarment, or injunction from doing business with a federal agency or agencies should be reported in the space provided in block K. The date of the sanction should be indicated and the type of sanction should be checked. The name and identifying data must be entered in block K.

(b) Suspensions, debarments, and injunction sanctions will be credited to the field offices where the action was initiated. In cases involving Rule 20 of the Federal Rules of Criminal Procedure, it is normally the office of origin that obtains the indictment and that office should report the sanction.

(2) Subject's Description Code - The subject's description code should be entered when reporting an administrative sanction. The eight general description codes are shown on the reverse side of the FD-515. The case Agent should select the most appropriate category which best describes the subject and the corresponding code should be entered on the front of the FD-515 for each subject where a sanction has resulted.

(3) Length - The length of time for the sanction should be reported on the FD-515 and expressed by either checking the block if the sanction is permanent or in years and months in the appropriate blocks.

### **3-5.2.14 Asset Seizure/Asset Forfeiture (Block L)**

(1) Asset Seizure - The date an asset is seized for forfeiture should be indicated on the appropriate line of the FD-515. FBI policy is to initiate forfeiture proceedings within 25 days of seizure. The forfeiture procedure begins when an asset is placed into the Consolidated Asset Tracking System (CATS). The CATS form must be completed and the asset entered into CATS in order to generate a CATS asset number. This CATS number is singularly specific to that asset and is mandatory for a seizure accomplishment. A check must be placed in the block to identify whether the asset was seized for Administrative, Civil Judicial or Criminal forfeiture. The monetary value of the seized asset should not be claimed on the FD-515.

(2) Asset Forfeiture - The date an asset is declared forfeited should be indicated on the appropriate line of the FD-515. The asset is assigned a CATS number which is singularly specific to that asset at the beginning of the forfeiture process. This CATS number is mandatory for a forfeiture accomplishment. A check must be placed in the block to identify whether the forfeiture procedure was Administrative, Civil Judicial, or Criminal. The monetary value of the seized asset should not be claimed on the FD-515.

(3) Seizure and Forfeiture accomplishments claimed where a DOJ agency, other than the FBI, is processing the forfeiture must be accompanied by the CATS number singular to that asset and specific to that DOJ agency. Seizure and Forfeiture accomplishments claimed where a non-DOJ agency is processing the forfeiture must be entered into CATS as a "Referral Seizure" to generate a

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referral CATS number for the mandatory CATS line. CATS data may be accessed within each field office through coordination with a forfeiture paralegal specialist in that office.

**3-5.2.15 Acquittal/Dismissal/Pretrial Diversion (Block M) (Formerly 3-5.2.14)**

(1) ACQUITTAL - The date of the acquittal should be indicated on the appropriate line. The subject's name and identifying data must be included in block N. If a subject is acquitted of all counts of an indictment except one and is convicted of that one count, the conviction--not the acquittal--should be reported.

(2) DISMISSAL - The date of the dismissal should be indicated on the appropriate line. The subject's name and identifying data must be included in block N. There should be no recording of dismissals in Unlawful Flight to Avoid Prosecution (UFAP) cases. The UFAP process is generally obtained by a complaint which is dismissed prior to obtaining a formal indictment or information, and, therefore, the dismissal should not be claimed. If an indictment or information is obtained and subsequently dismissed, then a dismissal should be claimed (this applies to all matters and is not limited to the Fugitive Subprogram).

(3) PRETRIAL DIVERSION - A pretrial diversion should be claimed for each subject diverted by the U.S. Attorney under this plan. A pretrial diversion accomplishment should also be claimed for juveniles who are handled under the Brooklyn Plan. If the diversionary period is terminated at any time prior to its expiration by the U.S. Attorney for breach of conditions and prosecution initiated, the results of the prosecution should be reported separately and it will NOT be necessary to submit another FD-515 to delete the previous reported pretrial diversion accomplishment. The date of the pretrial diversion should be indicated on the appropriate line. The subject's name and identifying data must be included in block N. No record is being kept of the title, section, counts, or the probationary period on pretrial diversions, and this information should NOT be reported on the FD-515.

**3-5.2.16 Drug Seizures - (Block N)**

(1) DRUG SEIZURES - The date of drugs seized as a direct result of a FBI investigation should be reported on the appropriate line of the FD-515. The gross weight estimate of the seized drugs, which includes the minimum wrapping material necessary for evidentiary or packaging purposes, should also be reported on the appropriate line.

(2) TYPE OF DRUG - The type of drug seized should be reported on the appropriate line. The following abbreviations, which appear on the back of the FD-515, should be used to indicate the type of drug:

HER Heroin MOR Morphine OPM Opium COC Cocaine MET Methamphetamine MAR  
Marijuana KAT Khat HSH Hashish LSD LSD MDM Methylenedioxymethamphetamine (MDMA)  
OTD Other drugs

(3) FEDERAL DRUG IDENTIFICATION NUMBER (FDIN) - The FDIN, if applicable, should be reported on the appropriate line.

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**3-5.2.17 Subject Information - (Block O) (Formerly 3-5.2.16)**

- (1) Block O must be completed for all accomplishments claimed except for the following eight accomplishments: Hostage(s) released, Recoveries, PELPs, Disruptions, Dismantlements, Asset Seizures, Asset Forfeitures, and Drug Seizures. The subject's name, race (see race codes on reverse side of the FD-515), sex and date of birth must be indicated in this block when claiming an accomplishment. If available, the social security number should also be indicated.
- (2) The subject information must be indexed in indices prior to claiming an accomplishment.
- (3) If the subject is involved with an LCN, Asian Organized Crime, Italian Organized Crime, Russian/Eastern European, Caribbean, or Nigerian Organized Crime Group, the square should be checked. If this square is checked and an indictment/conviction is being claimed, an FD-515a (Side 1) must be completed. It should be noted that completion of Sections A-E is mandatory, Sections F-H as appropriate. See MAOP, Part 2, 3-5.2 (6).
- (4) If the subject is involved with an OC/Drug Organization, a VCMO Program National Gang Strategy target group or a VCMO Program National Priority Initiative target group, the square should be checked. If this square is checked and an indictment/conviction is being claimed, an FD-515a, Side 1, Sections A-C (name of subject, field office, file number and subject's role, i.e., leadership, member, associate, or other) must be completed. See MAOP, Part 2, 3-5.2 (7).
- (5) Deleted

**3-5.3 Modified FD-515s (See MAOP, Part II, 3-5.2.2 (6) & MIOG, Part I, 252-14.)**

When it is discovered that a previously submitted FD-515 contained an error, the following steps should be followed:

- (1) A photocopy of the FD-515 containing the error should be taken.
- (2) The word "MODIFIED" should be written boldly, in red, across the top and bottom of the photocopy.
- (3) The correct information (not the increase or decrease) should be written in red next to, beneath or above the erroneous information. If there is no room next to, beneath or above the erroneous information, then an asterisk (\*) should be used footnoting the correct information.
- (4) The photocopy should be given to the appropriate person for data entry in ISRAA. The data entry personnel should date and initial the modified FD-515 in the upper right hand corner with a red pen.
- (5) The photocopy of the FD-515 with the printed copy from ISRAA should be attached to the original copy in the case file within the field office file.
- (6) A modified FD-515 should be prepared when a sentence, upon appeal, is overturned in any way within the same fiscal year.

**3-5.4 Submission of Final Disposition Reports (R-84s) with FD-515s (See MAOP, Part 2, 4-6; MIOG, Part 2, 14-15.1.1(7).)**

In any case, where a field office takes credit on an FD- 515 for the arrest or conviction of an FBI subject in connection with violations of a federal law, the Office of Origin of the case must ensure that the Criminal Justice Information Services Division (CJIS) is advised of the final disposition or any amended disposition. This can be accomplished by forwarding a Final Disposition Form (R-84) to the CJIS Division. If the Office of Origin has determined that another field office or other criminal justice agency has already submitted the disposition to the CJIS Division, it is not necessary to forward the R-84. However, the Office of Origin must document in the investigative file the identity of the agency or lead office which submitted the R-84 and similarly note such information in the "Remarks" section of the FD-515.